



[KW Resort Utilities Corp](#)

6630 Front Street

Key West, FL 33040

305.295.3301

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www.kwru.com

Maintenance Supervisor

Supervisor in charge of tracking, scheduling, and documenting all preventative maintenance on Wastewater Treatment Plant, Vacuum Station, and entire collection system.

To plan, manage, document, supervise, and oversee the overall maintenance and repair of wastewater facilities and assets (trucks, jet rodder, generators, trash pumps, compressors, etc.). Provide daily supervision over the maintenance and support wastewater facility assets including preventative, breakdown, predictive repairs and/or replacement of wastewater assets. Manage the reliability and maintainability of assets, processes, utilities and facilities considering loss elimination, risk management, and life cycle asset management

Key Responsibilities:

- Perform technical, supervisory, and managerial work directing the overall maintenance and repair of the wastewater treatment plant, vacuum station, lift stations, vacuum pits, buffer tanks and all related valves, controls, and appurtenances. Plan, prioritize, assign, supervise, review, and evaluate the work of staff and interface with vendors in the course of maintaining wastewater facilities.
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- Ensure activities are closely coordinated with WWTP operations staff, purchasing department, engineering, vendors, and contractors as necessary, to minimize disruption of operations and ensure compliance with all applicable federal and state regulations and permits.
- Manage emergency work and the communication of information throughout the activity.
- Ensure planned maintenance is done efficiently, effectively, and complies with planned maintenance schedule. Assist the Utility Vice President with development of the schedule to ensure materials, equipment and personnel are available to perform the work. Assist VP in developing the detailed work plans for preventative maintenance, equipment repair, and replacement, and predictive maintenance programs. Make schedule adjustments as necessary and communicate any schedule revisions.
- Oversee the preventive maintenance, equipment repair and replacement, and predictive maintenance work; track and schedule work assignments, ensure equipment downtime is minimized, direct maintenance and repairs as needed to ensure operational integrity and regulatory compliance are maintained.
- Mentor and Lead, motivate, develop, and evaluate all personnel assigned to you.

- Be a leader in implementation safety. Ensure adherence to safe work practices and procedures; provide and/or report any issues or ideas to KWRU Safety Coordinator.
- Provide and/or coordinate technical training on equipment and maintenance (i.e. LMI pumps)
- Evaluate efficiency and effectiveness of equipment and repairs and evaluate equipment conditions and life cycle costs with Utility Management.
- Assist in the review of proposals or purchasing contracts with an eye toward including preventive maintenance, repair, and replacement for wastewater treatment equipment.
- Ensure all service requests are resolved in a proper and complete manner; respond to inquiries in a courteous manner, resolve complaints in an effective and timely manner. Make follow up phone calls to owners/customers when necessary.
- Recommend and assist in the implementation of goals and objectives; implement and/or fully support policies and procedures of the Company (even if you don't agree with every one of them).
- Participate and assist with the preparation and administration of the budget when called upon; assist with project planning; submit budget recommendations and capital improvement recommendations; monitor expenditures.
- Assist with the requisition of supplies and materials for maintenance activities/projects; assist in preparation of specifications for service, materials, and equipment purchases.

Provide information in a courteous manner to any administrative employee who asks you to communicate your work verbally or in written format.

Specific Duties include the following:

- Organize and keep inventory/stock of necessary parts (electrical, airvac, plant, etc)
- Under the direction of Operations Manager, assign daily tasks to crew and prioritize these tasks with Operations Manager
- Ensure the following tasks are done at their scheduled intervals and proper records kept:
 - Quarterly Lift Station Preventative Maintenance
 - Perform Quarterly Plant Maintenance
 - Annual AIRVAC pit/buffer tank maintenance
 - Line cleaning (6 month interval)
 - Annual Backyard survey (prior to hurricane season and more frequently if required)
 - Busch Vacuum Pumps – oil/filters as required by O&M manual
- Act as point person for contractors working onsite to repair or troubleshoot existing equipment (not expansion project)



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