

TIDEWATER UTILITIES, INC.

- JOB OPENING -

STATEWIDE

Job Title: Maintenance Supervisor

Department: Maintenance

Reports to: Superintendent of Maintenance / Director of Maintenance

Summary: Ability to assist the Superintendent of Maintenance in the day-to-day duties associated with planning and scheduling all work orders and PM's for all maintenance performed by maintenance mechanics and sub-contractors.

Essential Duties and Responsibilities:

- Plan a scope of detailed work for all work orders necessary for mechanics to follow.
- List all parts necessary to complete the job as described in the Job Plan.
- Communicate with planner for the ordering of parts for the jobs planned.
- Will assist when needed in getting quotes for project work assigned to maintenance.
- Follow up on all work completed by the maintenance group to ensure jobs are completed as planned and work is being done in a timely manner.
- Work with Superintendent of Maintenance to insure Critical Spares for the operations is kept current and initiates process to enter new or remove obsolete equipment.
- Monitor and comply with reporting requirements of regulatory agencies.
- Perform on call duties as scheduled or required.
- Develop and submit changes for improvement of operations and quality control standards.
- Supervise and be responsible for all work done by maintenance workers including safety compliance.
- Responsible for the purchasing, receiving and inventory in WAM system.
- Responsible for maintaining uniform services for TUI.
- Work with Superintendent of Maintenance managing TUI, TESI and WMES fleet vehicles.

Education or Experience:

- High school diploma or equivalent, required,
- 2 to 5 years of related experience and or training; or equivalent combination of education and experience.
- Valid driver's license, required.
- WAM experience for work request/work orders/scheduling/purchasing/inventory.

Language Skills: Ability to read and comprehend simple instructions, short correspondence and memos, and have the ability to write simple correspondence and complete documentation completely and in a timely manor. Effectively present information to staff employees or personnel outside of the maintenance group on an individual or group basis.

Physical Demands: The physical demands described here are representative of those that must be met by any and all employee to successfully perform the essential functions of this job.

- Willing to have hands on work on water and waste water systems
- Individuals must pass a company pre-employment physical and drug screen prior to commencing work.
- While performing the duties of this job, the employee is required to lift up to 100 pounds, climbing, crawling, stooping, reaching, grasping and standing. Work also emphasizes visual acuity, hearing and speech.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee is regularly exposed to various mechanical parts.
- The employee at times is exposed to various weather conditions.
- The employee is regularly exposed to loud noise
- The employee must conduct themselves in a professional manner and appearance.

If any qualified employee is interested, please submit your interest in writing and an updated resume to Asia Acevedo via e-mail at acevedo@middlesexwater.com by November 15, 2019. Employee must be in current position at least 6 months and in good standing with the Company.

Please direct all external resumes/applications of interested, qualified candidates to Asia Acevedo. If you are referring an applicant, please follow the Employee Referral Bonus policy procedures. HR fax number is 732-638-7667. Applications can be found on the Fountain or our Company website for external applicants.