

WWTP Maintenance Section Chief

Salary: \$58,793 - \$63,640

Type: Full Time

Benefits: Full Benefits

Date Posted: 7/9/2025

About Water Works

The Department of Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total of 75 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile

Under the general supervision of the assigned supervisor, the Waste Water Treatment Plant Maintenance Section Chief supervises electrical, preventative, and corrective maintenance on the Wastewater Treatment Plant lift stations.

Education

- High School diploma or GED
- Electricians License

Experience

- Five years of electrical maintenance experience and two years of supervision experience, or equivalent training, education, and/or experience.

Requirements/Certifications

- Valid Driver's License
- CDL Class B Driver's License
- MD Class 5A Wastewater Treatment Operators License

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Maintenance Section Chief

Grade: M3

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 6/1/2025

Position Profile: Under the general supervision of the assigned supervisor, supervises electrical, preventative, and corrective maintenance on the Wastewater Treatment Plant lift stations. Performs other duties as assigned.

Duties and Responsibilities

Administrative Management: Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Plans, schedules and directs the maintenance of a wide variety of specialized mechanical and electrical equipment, including buildings, structures and grounds.
- Inspects the plant and collection system frequently to ensure proper maintenance procedures are followed.
- Determines and establishes long-range maintenance programs.
- Determines remedial action in emergency situations.
- Supervises and instructs maintenance staff.
- Supervises installation and testing of new or rebuilt equipment.
- Supervises inspection of contracted maintenance work.
- Prepares and submits maintenance budget requests.
- Prepares and maintains maintenance records and files.
- Keeps supervisor informed of new trends or technology as well as any unusual or detrimental conditions including equipment malfunctions and process problems.

Skills Proficiency/Strategic Planning: Skillful in the software, equipment, and policies and procedures of the Wastewater Treatment Plant.

- Working knowledge of City policies and procedures.
- Acts as a representative of the City of Salisbury to the public.
- Thorough knowledge of vehicle, equipment, structures and ground operation and maintenance.
- Accurately prepare and maintain records and files.
- Effectively plan and organize maintenance activities.
- Follow written and oral instructions. and
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Leadership/Team Leader: Maintains working relationships with supervisor and department staff.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Supervises and instructs maintenance staff.
- Provides direction, and assists in resolving problems encountered.
- Effectively motivate and guide employees.
- Collaborates with other staff members and departments.

Stewardship/Resources: Safeguards equipment, supplies, and materials. Manages operating budget within established guidelines.

- Manages workflow of self during shift operations to ensure effectiveness.
- Accurately prepare and maintain reports and records.
- Knowledge of operating budget.
- Knowledge of purchasing guidelines and procedures.
- Maintains working relationship with vendors.

Development/Leadership Development: Participates in opportunities to earn or maintain professional credentials and certifications.

- Keeps abreast of new processes and equipment by reading articles, directives, operations notes, and attending relevant meetings, seminars, and workshops.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- High School diploma or GED Electricians License
- Valid Driver's License
- Five years of electrical and maintenance experience and two years of supervision experience, or equivalent training, education, and/or experience.
- CDL Class B Driver's License
- Hazardous Materials Handling, Confined Space Certifications, and Electrician Certifications.

Physical Requirements

- Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60%+ of the time.
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.