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| <b>Date:</b>   | <b>June 18, 2024</b> | <b>Job Title:</b> | <b>NRTP Maintenance Supervisor</b> |
| <b>LNVA is accepting applications for the position described below.</b>  |                      |                   |                                    |
| <b>LNVA IS AN EQUAL OPPORTUNITY EMPLOYER.</b>  |                      |                   |                                    |
| <b>SUMMARY OF POSITION</b>   |                      |                   |                                    |
| <p>The LNVA-NRTP Maintenance Supervisor is responsible for planning, scheduling, and managing all maintenance and instrumentation activities, directing plant safety programs, and assisting the Utilities Manager with various administrative, regulatory, and plant operation activities.</p>  |                      |                   |                                    |
| <b>ORGANIZATIONAL RELATIONSHIPS</b>  |                      |                   |                                    |
| <ol style="list-style-type: none"> <li>1. Reports to: Utilities Manager</li> <li>2. Directs: NRTP Maintenance Leaderman, NRTP Maintenance Assistant I &amp; II, and NRTP Instrumentation and Electrical Technician.</li> <li>3. Other: Has regular contact with Authority employees, User representatives, other governmental entities, vendor representatives, and outside consultants.</li> </ol> <p><i>The primary duties of this job are summarized below, subject to guidelines and approvals set out by the NRTP Standard Operating Procedures.</i></p>  |                      |                   |                                    |
| <b>EXAMPLES OF WORK - Essential Duties</b>   |                      |                   |                                    |
| <ul style="list-style-type: none"> <li>• Coordinate routine and special maintenance project priorities, planning, and scheduling with the LNVA Assistant Utilities Manager. Identify critical repair tasks and determine the availability of manpower, equipment and materials for critical and non-critical repairs or preventative maintenance.</li> <li>• Supervise maintenance, instrumentation and electrical personnel and contractor personnel, maintain plant maintenance and instrumentation records, prepare written reports to document maintenance activities and ensure department compliance with plant safety programs.</li> <li>• Secure approvals and permits from User representatives as required when conducting maintenance activities on NRTP equipment and structures located within User facilities.</li> <li>• Develop and execute equipment inspection programs and track equipment service histories and maintenance costs to ensure cost-effective repair or replacement decisions are made.</li> <li>• Select and control material and service vendors. Arrange for outside equipment repairs as required. Purchase inventory and replacement items as required to maintain the plant's processing capability.</li> <li>• Coordinate the engineering and technical support required to maintain efficient operation of the NRTP process equipment, instrumentation, and appurtenances.</li> <li>• Conduct ongoing performance and reliability reviews of the NRTP processes, facilities, and equipment and develop plans for optimizing their overall efficiency.</li> <li>• Assist in the development of the annual NRTP maintenance department O&amp;M and capital project budget proposals.</li> </ul> |                      |                   |                                    |

- Coordinate plant safety program, HazCom Program, RCRA hazardous waste unit post-closure care inspection, maintenance and employee training, and spill mitigation. Conduct annual OSHA Noise Survey. Purchase safety supplies, equipment, and training material.
- Provide supplemental assistance to all plant departments as required, including departmental supervision relief and on-call assignments.

**Other Important Duties**

- Performs other such duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* the operations and maintenance practices, equipment and regulations associated with industrial wastewater treatment plant construction, infrastructure and operations; effective supervisory and management skills and practices; pumps, motors, instrumentation, electrical, and distributive control systems; mechanical and structural inspection procedures; TPDES permit requirements, RCRA hazardous waste unit post closure care regulations and training requirements, Texas Health Code and OSHA industrial health and safety regulations; and Hazard Communication Standard regulations.

*Skills in:* preparing O&M and capital budget proposals, cost projections and cost-benefit analysis; managing complex projects; development and presentation of process operations, maintenance, safety, HazCom, and RCRA training programs, evaluating and instructing staff.

*Ability to:* plan, organize, and manage multiple projects and priorities while working independently or in a team; interpret work from sketches, structural, piping, instrumentation and electrical blueprints, design drawings, maps, and NDT X-ray surveys; analyze problems, evaluate alternatives, and make sound decisions and recommendations; establish and maintain effective working relationships with others; and interface with User Project Engineers in the development and implementation of water management, transportation system, and treatment plant projects within the User facilities and the NRTP; proficiently operate computer using all Microsoft Suite products; understand numeric data; demonstrate proficiency in both oral and written communication, understand and follow, as well as issue, verbal or written instructions; develop and complete written reports as needed; maintain accurate records, establish and maintain effective working relationships with customers, employees, outside agencies, and consultants, and work in a refining and petrochemical work environment.

**REQUIRED EXPERIENCE AND TRAINING**

B.S. Degree and at least five (5) years of water or wastewater treatment operations and/or maintenance supervisor level experience; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Unexpired Texas Driver License

**Pay Group:** C7      **FLSA:** Exempt

**Pay Range:** \$96,329.72 - \$144,494.58

**Closing Date:** July 31, 2024 or until filled, whichever comes first.

If interested, submit a completed application (resume and/or statement of qualifications can be attached) to:

Lower Neches Valley Authority  
 Attention: HR Director  
 P. O. Box 5117, Beaumont, Texas 77726-5117  
 7850 Eastex Freeway, Beaumont, Texas 77708