

MECHANICAL REPAIR SUPERVISOR (3795)
TASK LIST - 2026

1. Lubricates, overhauls, tunes, and repairs a variety of mechanical, hydraulic, gas, diesel, and electric equipment ranging from small pumps, gasoline engines, conveyors and chlorinators to large sewage plant centrifugal and reciprocating pumps, generators, centrifuges and ventilating equipment in order to maintain these types of equipment.
2. Maintains a variety of small hand, electric and pneumatic tools and equipment by cleaning, lubricating, adjusting and repairing them in order to ensure safe and proper operating conditions.
3. Cleans, adjusts, lubricates and repairs a variety of automatic or hydraulic control units in order to ensure safe and accurate operating conditions.
4. Repairs, rebuilds or replaces hydraulics, water or air valves in conjunction with high- or low-pressure systems in order to ensure safe and accurate operating conditions.
5. Sets and installs new and repaired heavy equipment and machine parts with the aid of wire slings, chain falls, hoists and other rigging devices, and forklifts; sometimes with the assistance of a crane truck in order to ensure all components are properly aligned and ready for operation.
6. Uses drill press, grinder, brazing, cutting and gas or electric welding equipment in order to perform minor modifications to metal equipment.
7. Completes minor repairs or replacement of sections of hydraulic, air, water, and other high- or low-pressure pipe such as steel, copper, plastic, flanged, bolted, and screwed; using elbows, tees, sleeves, and soldering equipment in order to maintain leak-free operations and ensure proper pressure regulation throughout the facility.
8. Prepares sketches of the installation, disassembly, and repair of mechanical equipment, in order to show modifications, operations, and repair work that is necessary.
9. Empties, services, repairs and fills swimming pools and associated water purification equipment, and sets chlorine and acid levels in order to maintain safety standards.
10. Services new equipment by lubricating and adjusting, and contacts vendors for warranty repairs when needed, in order to maximize the lifespan and efficiency of the machinery.

11. Supervises employees by determining work measures and procedures to be used; monitoring employees' work in progress; inspecting completed work in order to ensure that the quantity and quality of work performed is ideal and that equipment is in good working condition.
12. Instructs mechanical repairers, helpers, equipment mechanics, and welders in work with which they are not familiar in order to ensure the accurate completion of work.
13. Completes more difficult repair work and works with employees in circumstances such as in emergencies; under noxious or dangerous conditions; or when work must be done to close tolerances, in order to ensure the safe completion of work.
14. Keeps records of the service and repair performed and of time and materials used in order to ensure accurate project tracking and departmental accountability.
15. Coordinates the repair of equipment with operating schedules, dispatches work crews, and requisitions necessary materials, supplies, parts, and tools in order to ensure the timely and efficient completion of all assigned work orders.
16. Projects personnel needs, and orders new and replacement parts and supplies in order to ensure availability when needed.
17. Disciplines employees by advising on behavior that falls short of expectations and evaluates performance to ensure all City standards are consistently met.
18. Plans and implements preventative maintenance programs for mechanical equipment in order to avoid the need for costly repair or replacement of expensive equipment.
19. Communicates with members of departments in need of mechanical repair work in order to schedule and inform the appropriate personnel completing the repair work.
20. Instructs personnel on safety rules and regulations in the workplace in order to ensure that work is performed under safe working conditions.