

GMWSS

POSITION DESCRIPTION

Class Title: Wastewater Maintenance Mechanic/Operator

Department: Wastewater Treatment Plant #2

Supervisor: Wastewater Treatment Plant Supervisor

Supervises: None

Class Characteristics: Responsible for monitoring, repairing, and maintaining wastewater equipment and systems to facilitate the daily operations of the GMWSS Wastewater and Water Treatment Plants and will also be expected to obtain certification as a Wastewater Treatment Plant Operator.

General Duties and Responsibilities:

Essential:

1. Ensures operation of machinery and mechanical equipment by completing preventative maintenance requirements on engines, motors, and pneumatic tools, following diagrams, sketches, operation manuals, manufacturer's instructions, and engineering specifications,
2. Performs routine maintenance checks and repair of wastewater plant systems and equipment,
3. Conducts preventative maintenance checks of pumps and motors,
4. Performs repairs to mechanical and electrical equipment,
5. Operates and/or utilizes power and hand tools in performing assigned duties,
6. Maintains and/or repairs sewer treatment plant infrastructure components,
7. Performs general plant maintenance, such as mowing, painting, etc.
8. Assists with minor construction projects,
9. Assists with cleaning of plant and grounds,
10. Attends training programs to obtain license at each level immediately after meeting experience requirements,
11. Performs other related duties as assigned.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience:

1. Associate degree and/or specialized training in mechanical or electrical systems and five (5) years or experience as a skilled tradesperson as a mechanic or electrician.
2. Documented electrical safety training in Arc-Flash and shock protection.

Special Knowledge, Skills, and Abilities:

Knowledge:

1. Knowledge of functions, service, and maintenance requirements of mechanical equipment and machinery.
2. Knowledge of and ability to comply with safety regulations and standards.

Abilities:

1. Ability to detect mechanical flaws and make repairs to plants and equipment.
2. Ability to implement a preventive maintenance and servicing program on plants and equipment.
3. Ability to assist with maintaining inventory of spare parts, and tools.
4. Ability to establish and maintain effective working relationships with supervisor, other employees, and the general public.
5. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.
6. Ability to obtain Wastewater Treatment Operator licensing within prescribed time frame.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are general

Processes: Work varies slightly and may require employee to take different, new, or unusual approaches in completing work assignments.

Review of Work: Most completed work is reviewed until the employee learns each job.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work requires standing, walking, and stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high and/or confined spaces; and must use stairs and ladders.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, amp meter, vehicles.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Heavy

Interruptions: Many.

Special Licensing Requirements: Must possess and maintain a valid driver's license; must obtain Wastewater Treatment Operator license within one year of hire.

Certification Requirements: must obtain Class II, III, and IV Water Plant Operators License within one year after meeting experience requirements at each level as a condition of continued employment.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment in the class.

Additional Requirements: May be required to wear a respirator for which the person would have to be medically approved; must be able to wear level B chemical suit for prolonged periods. Must be able to respond to emergency situations at all hours.

Overtime Provision: Non-exempt.