

POSITION DESCRIPTION

Class Title: Mechanic
FLSA: Non-Exempt
Rate: \$29.94 to \$31.26 (up to an additional \$1.50 for wastewater licenses)
Posting closes: when filled

Mechanic

Waste Water Treatment Plant

GENERAL

This position plans and participates in all aspects of maintenance and operational activities of the wastewater treatment facility and remote pump stations.

SUPERVISION RECEIVED

Direct supervision is received from the Operations Manager and Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for ensuring that all wastewater equipment is in proper working condition and maintained to the manufacturers specifications and industry standards.
2. Follows an aggressive preventative maintenance program that insures all down time as related to equipment in minimal.
3. Responds in a safe and efficient manner to all unscheduled breakdowns and insures that down time is minimized.
4. Understands risk management to minimize the potential for permit violations.
5. Investigate all equipment failures for root cause analysis to determine the most efficient course of action.
6. Maintains spare parts inventory for the Waste Water Facility.
7. Works closely with the Department Foreman on all phases of engineered projects and infrastructure improvements.
8. Documents all repairs at Wastewater Facility and pump stations.

9. Reviews and communicates supply and equipment needs to the Department Foreman.
10. Meets with the general public, administration and town council as needed.
11. Ensures all personal are properly trained and competent in toll application, equipment operations and in hazardous situations.
12. Ensures all Operations and Maintenance manuals are maintained and organized.
13. Participates in ground keeping activities.
14. Is familiar with all traffic safety laws.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. High school diploma or GED equivalent.
2. Five years of experience of progressively responsible operational duties in wastewater treatment.
3. Must be able to pass an initial drug screening test.

Necessary knowledge, skills, and ability

1. Comprehensive knowledge of mechanical equipment.
2. Comprehensive knowledge of safety programs.
3. Comprehensive knowledge of AC and DC motors.
4. Comprehensive knowledge of hydraulic power systems.
5. General knowledge of programmed logic controllers (PLC).
6. General knowledge of variable frequency drives (VFD).
7. General knowledge of vehicle and heavy equipment maintenance.
8. Ability to solve complex maintenance problems and formulate costs, alternatives, priorities and recommendations in both written and oral form.
9. Ability to orally communicate in a professional manner with management, outside contractors and fellow employees.

10. Ability to work in a proficient manner with software programs.
11. Ability to read and interpret technical bulletins, drawings and manuals.
12. Ability to understand all federal, state and local regulations.
13. Ability to understand and perform wastewater laboratory testing.
14. Ability to follow oral and written direction and complete work as directed

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, computers, SCADA software, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment, equipment controls and instrumentation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Mechanic must be able to work in all areas of the wastewater utility, often transitioning from indoor to outdoors. Work may take place in cold, hot, wet, cramped areas and often in hazardous conditions. Within these areas; the ability to climb stairs, ladders and work with all kinds of hand and power tools is necessary. The Mechanic must be able to lift fifty (50) pounds.

Work is performed in all areas of the WWTF and pump stations. The amount of time spent in the individual areas is dictated by department needs and priorities. Work takes place near high voltage electrical panels, toxic chemicals, corrosive chemicals, toxic gases, numerous biological hazards and raw sewage. Staff is required to be on "stand-by" in a rotating schedule and will be required to respond to emergency situations in rain, cold, heat and snow within forty-five (45) minutes after being contacted. Some of these conditions could be prolonged and staff will be required to take extra shifts. Staff will be working in and around the general public and are required to act in a professional manner at all times.

Employees in this position must have the ability to talk and hear, to see clearly and must have fine motor dexterity in both hands. The employee must also have the ability to operate the full range of equipment that is typically required of the class without special aides.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. Employee is regularly exposed to permitted and non-permitted confined spaces. The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.