

POSITION DESCRIPTION

Position Title: Mechanic

Department: Wastewater Treatment Facility

FLSA Status: Non-Exempt

Starting Rate: \$32.38/hour (up to an additional \$1.50/hour for qualifying wastewater licenses)

Posting Closes: When filled

GENERAL DESCRIPTION

The Mechanic is responsible for planning, coordinating, and performing maintenance and repair activities for the wastewater treatment facility and remote pump stations. This position ensures the reliable operation of mechanical, electrical, and process equipment through preventive maintenance, troubleshooting, and timely repairs while supporting safe and efficient plant operations.

SUPERVISION RECEIVED

Works under the general supervision of the Operations Manager and Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain all wastewater treatment plant and pump station equipment in accordance with manufacturer recommendations, regulatory requirements, and industry best practices.
2. Implement and follow a comprehensive preventive maintenance program to maximize equipment reliability and minimize downtime.
3. Respond safely and efficiently to equipment failures and emergency breakdowns to restore operations as quickly as possible.
4. Identify operational risks and recommend corrective actions to minimize the potential for permit violations and service interruptions.
5. Investigate equipment failures using root cause analysis and recommend cost-effective corrective actions.
6. Maintain an organized inventory of spare parts, tools, and maintenance supplies.
7. Work closely with the Operations Manager and Director during capital improvement projects, equipment installations, and infrastructure upgrades.

8. Maintain accurate maintenance records, repair logs, and equipment histories for the treatment facility and pump stations.
9. Communicate equipment, material, and supply needs to the Operations Manager.
10. Interact professionally with the public, contractors, consultants, regulatory agencies, Town administration, and Town Council as required.
11. Promote safe work practices and ensure employees are properly trained in equipment operation, tool usage, and hazardous work procedures.
12. Maintain and organize equipment manuals, operation and maintenance manuals, and technical documentation.
13. Assist with facility and grounds maintenance as needed.
14. Follow all applicable traffic safety laws while operating Town vehicles and equipment.
15. Participate in the department's rotating on-call schedule and respond to emergency situations as required.
16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED.
- Two (2) years of progressively responsible experience in industrial, municipal, or wastewater mechanical maintenance is preferred.
- Valid Maine driver's license with an acceptable driving record.
- Ability to pass a pre-employment drug screening and any other required pre-employment testing.

Knowledge, Skills, and Abilities

- Thorough knowledge of mechanical equipment maintenance and repair.
- Thorough knowledge of workplace safety practices, including OSHA requirements and confined space procedures.
- Working knowledge of AC and DC motors.
- Working knowledge of hydraulic and pneumatic systems.

- Working knowledge of programmable logic controllers (PLCs).
- Working knowledge of variable frequency drives (VFDs).
- General knowledge of electrical troubleshooting and instrumentation.
- General knowledge of vehicle and heavy equipment maintenance.
- Ability to diagnose and solve complex mechanical and equipment problems.
- Ability to prioritize maintenance activities and prepare written recommendations and cost estimates.
- Ability to communicate effectively with supervisors, coworkers, contractors, and the public.
- Ability to use computers and maintenance management software (CMMS), SCADA systems, and Microsoft Office applications.
- Ability to read and interpret technical manuals, blueprints, schematics, and engineering drawings.
- Ability to understand and comply with federal, state, and local regulations.
- Basic understanding of wastewater treatment processes and laboratory testing.
- Ability to follow written and verbal instructions and complete assignments independently.

TOOLS AND EQUIPMENT USED

Motor vehicles, generators, pumps, blowers, compressors, SCADA systems, computers, programmable logic controllers (PLCs), variable frequency drives (VFDs), electrical testing equipment, instrumentation, gauges, mobile radios, telephones, hand and power tools, welding and cutting equipment, hoists, lifting devices, shovels, wrenches, calculators, and various laboratory equipment.

PHYSICAL DEMANDS

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

The Mechanic works throughout the wastewater treatment facility and remote pump stations in both indoor and outdoor environments. Work is performed in varying weather conditions and may involve exposure to heat, cold, rain, snow, humidity, confined spaces, elevated work areas, and uneven terrain.

The employee must regularly climb stairs and ladders, enter confined spaces, operate hand and power tools, and lift and carry up to fifty (50) pounds. Duties require standing, walking, bending, kneeling, reaching, twisting, and manual dexterity for extended periods.

Employees may be exposed to high-voltage electrical equipment, rotating machinery, hazardous chemicals, toxic gases, biological hazards, and untreated wastewater while performing assigned duties.

This position participates in a rotating on-call schedule and must be able to respond to emergency callouts within forty-five (45) minutes. Extended work hours, overtime, and emergency response during severe weather events may be required.

Employees must possess sufficient vision, hearing, communication skills, and manual dexterity to safely perform all assigned duties and operate required equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work is regularly performed outdoors and around operating mechanical equipment. Employees frequently work near moving machinery and may occasionally be exposed to wet or humid conditions, elevated work areas, airborne particles, vibration, electrical hazards, and confined spaces.

Employees are frequently exposed to chemicals used in wastewater treatment, raw sewage, biological hazards, and both permit-required and non-permit-required confined spaces. Noise levels are generally moderate to high, and the use of appropriate personal protective equipment (PPE) is required.

SELECTION PROCESS

Selection may include a formal application, review of education and experience, oral interview, reference checks, background investigation, pre-employment drug screening, and job-related testing.

The duties listed in this job description are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

This job description does not constitute an employment contract. The Town reserves the right to modify or revise this position description as operational needs change.