

Southwest Suburban Sewer District

Title:	Maintenance Mechanic I or II	Department:	Maintenance
Supervisor:	District Maintenance Supervisor	Effective Date:	3-01-10
Status:	Union Represented	Pay Scale:	\$3673 - \$5393 per mo. DOQ

GENERAL NATURE & SCOPE OF WORK

Under the direction of the District Maintenance Supervisor, this represented position will perform a variety of skilled and semi-skilled work in the maintenance, troubleshooting and repair and replacement of a wide variety of electro-mechanical equipment used in the District's treatment plants, lift stations and related facilities; assist others in the operation, installation, maintenance and repair of plant equipment and facilities; perform a variety of custodial and grounds work. This position will play an important role in the training and development of District Maintenance staff.

ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

Perform a variety of journey-level work in the maintenance, troubleshooting and repair of electro-mechanical equipment utilized in the operation of the District's treatment plants, lift stations, and related facilities.

Assist Senior Operator in the training and development of Maintenance staff.

Inspect, adjust, repair and replace mechanical and electrical units and their related parts.

Perform a variety of custodial and grounds work as assigned; maintain and clean District's plant and field facilities to assure a clean and safe work environment.

Perform routine preventative maintenance on plant/lift station (field) equipment; lubricate, inspect drive mechanisms; perform equipment evaluations and replace related accessories as needed.

Assist in plant operations as assigned and notify operators of unusual situations.

Operate and maintain a variety of hand and power tools and equipment; drive a vehicle to local vendors to pick up and deliver parts and equipment.

Make periodic rounds to assure proper operation of the District's lift stations.

Troubleshoot equipment malfunctions, research manufacturer records and specifications to determine proper operating standards; respond to emergency calls as assigned.

Troubleshoot, adjust and maintain de-watering equipment.

Maintain inventory of parts and related equipment; contact vendors to obtain service, price and availability information; prepare parts requisitions and submit orders for materials, supplies and equipment according to established procedures.

Enter empty tanks and other confined spaces in order to perform inspections, cleaning, and maintenance.

Participate in large projects and plant/field emergencies as needed; work with and around high voltage as assigned.

Operate and maintain a variety of power tools and equipment including the following; diagnostic instruments and specialized tools, welders, saws, machine tools, forklifts and others.

Design, order and fabricate new systems and make modifications to existing systems to assure proper plant/field operations.

Inspect, troubleshoot and make repairs to Sodium Hypochlorite feed and distribution system.

Perform related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

KNOWLEDGE OF:

- Journey level knowledge of operation and repair of hydraulic systems, chemical feed systems, pumps, valves, filters and electro/mechanical equipment related to the wastewater treatment industry.
- Materials, methods, and tools used in the repair and maintenance of electro/mechanical systems.
- Methods and practices utilized in the building and maintenance trades; pipefitting, plumbing, carpentry, masonry, welding, millwright.
- Basic computer skills; familiar with Microsoft Office (Excel, Word, Outlook) program.
- Advanced treatment plant equipment maintenance and repair.
- Basic health and safety regulations related to plant operation and maintenance.
- Skilled operation and use of hand and power tools and equipment.
- Requirements of maintaining buildings and facilities in good repair.
- Methods, equipment and materials used in gardening and grounds keeping work.

ABILITY TO:

- Work effectively to assist Senior Operator in training staff in all aspects of equipment maintenance.
- Perform a wide variety of journey level work in the maintenance, repair, troubleshooting and replacement of equipment related to the wastewater industry.
- Maintain inventory of parts and related equipment.
- Perform routine grounds maintenance and housekeeping work.
- Work independently with little direction.
- Work within confined spaces.
- Order supplies as directed and within established guidelines.
- Operate and maintain a wide variety of power tools and equipment including the following; diagnostic instruments and specialized tools, welders, saws, machine tools, forklifts and others.
- Operate, adjust and maintain specialized equipment of the trade.
- Establish and maintain cooperative working relationships with others.
- Protect the health and safety of personnel, the public and the environment.
- Maintain routine records.
- Adjust, maintain and repair specialized equipment used in the wastewater treatment process.
- Communicate technical information clearly and concisely both orally and in writing.
- Assist in the development and implementation of department and program objectives and goals.
- Work with and assist the District Safety Coordinator; observe all health and safety regulations.
- Observe legal and defensive driving practices.
- Follow oral and written instructions.
- Determine appropriate action within clearly established guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by mechanical, electrical or millwright training and three years experience operating and maintaining wastewater systems.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license.
- Must acquire and maintain a Commercial Drivers License – class “B” with tanker endorsement within 6 months.
- Wastewater Treatment Plant Operator Certification Class II or higher preferred, but not required.
- Must strive for advancement utilizing on-the-job training and education available in the maintenance trade.
- Must acquire and maintain first-aid/CPR, forklift, and confined space certifications.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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.

- Work is performed primarily in an operating plant environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- Required to work on weekends, nights, and holidays.
- On occasion, will be required to work overtime under certain conditions.
- While performing the duties of the job, the employees is occasionally required to sit and use a keyboard, lift heavy items, climb and/or crawl and is frequently required to stand and walk around.
- Must be physically capable of sustained lifting, bending, climbing, standing and walking; work involves exposure to raw sewage, treatment chemicals, confined space entry and heights as well as exposure to operating machinery.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate hand and power tools.
- Seeing to read a variety of materials.
- Working around and with machinery having moving parts.
- Working at heights of ladders and structures.
- Noise from equipment operation.
- Indoor and outdoor work environment
- Driving a vehicle to conduct work.
- Adverse and extreme weather conditions.

The statements contained in this class specification reflect general details as necessary to describe the principle functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.