

# Southwest Suburban Sewer District

<b>Title:</b>	Maintenance Mechanic I	<b>Department:</b>	Maintenance
<b>Supervisor:</b>	District Maintenance Supervisor		
<b>Status:</b>	Union Represented	<b>Pay Scale:</b>	\$4,520 - \$5,508 per mo. <b>DOQ</b> with a potential salary maximum of <b>\$6,474</b> per month, plus benefits.

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## **GENERAL NATURE & SCOPE OF WORK**

Under the direction of the District Maintenance Supervisor, this represented position will perform a variety of semi-skilled work in the maintenance, troubleshooting, repair and replacement of a wide variety of mechanical and electrical equipment at the District's wastewater 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.

## **ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS**

Perform a variety of entry-level work in the maintenance, troubleshooting and repair of a wide variety of mechanical and electrical equipment utilized in the operation of the District's wastewater treatment plants and lift stations.

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

Assist staff with preventative maintenance and equipment repairs.

Perform a variety of custodial and grounds work; clean and maintain work areas and perform related 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/pump stations (Field) equipment; lubricate, inspect drive mechanisms, perform equipment evaluation and replace related accessories as needed.

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 the 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.

Assist with modifications to plant/field systems to help ensure proper operation.

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, rigging and lifting equipment, machine tools, forklift and others.

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

Perform related duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

### **KNOWLEDGE OF:**

- Basic knowledge of operation and repair of hydraulic systems, chemical feed systems, pumps, valves, filters and electro/mechanical equipment related to the wastewater industry.
- Materials, methods and tools used in the repair and maintenance of electro/mechanical systems.
- Operation and use of hand and power tools and equipment.
- Methods and practices of preventative maintenance, troubleshooting and equipment diagnosis.
- Safe work practices around high voltage equipment.
- Basic computer operation.
- Methods and practices utilized in the building and maintenance trades. (pipefitting, plumbing, carpentry, masonry, welding)
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings and facilities in good repair.
- Methods, equipment and materials used in gardening and grounds keeping work.
- District organization, operations, policies and objectives.

### **ABILITY TO:**

- Perform a wide variety of entry-level work in the maintenance, repair, troubleshooting and replacement of a variety of electro/mechanical equipment related to the wastewater industry.
- Inspect, adjust, repair and replace electro/mechanical equipment and their related parts.
- Perform routine plant maintenance and housekeeping work.
- Work within confined spaces.
- Maintain inventory of parts and related equipment.
- Operate and maintain a variety of power tools and equipment; diagnostic instruments, specialized tools, welders, saws, machine tools, forklifts and others.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Inspect District facilities for maintenance and repair needs.
- Learn department and program objectives and goals.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Follow oral and written instructions.

## **EDUCATION AND EXPERIENCE:**

High school education or equivalent.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State driver's license.
- Must be able to obtain a Commercial Drivers License – class "B" with tanker endorsement.
- Must strive for advancement utilizing on-the-job training and education available in the maintenance trade.
- Must understand job procedures, rules and safety procedures, and accept direction in work assignments.

- 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.**