

WWT PUMP STATION MAINTENANCE

Statement of Duties

Performs manual work of a semi-skilled to skilled nature on preventative, predictive and corrective maintenance procedures to ensure the proper operation of the City's wastewater treatment, pumping, and sludge/solids handling; all other related work as required.

Works to anticipate meet and exceed customer service expectations in a positive and professional manner.

Supervision

Employees in this classification perform duties under the general supervision of the Chief Operator. Most work is standardized, in instance where it is not, employee looks to supervisor for guidance. Supervisor usually evaluates work while in progress or upon completion. Safety precautions must be observed at all times.

Job Environment

Work is generally performed indoors and outdoors, with frequent exposure to hazards associated with heavy equipment construction sites and treatment facilities. Some work is performed indoors pertaining to repair and maintenance of instrumentation, electrical and mechanical equipment. On call (24 hours/day) on a rotating basis; may be required to work beyond the normal hours of a regular workweek. Will be required to work overtime, nights and weekends during emergencies, not limited to but including natural, mechanical and man-made.

Operates motorized equipment and vehicles

Errors could result in delays or loss of service, personal injury, monetary loss, injuries to other employees, damages to building and/or equipment, Federal and State permit violations, and legal, liability issues for the city.

The employee has contact with the public. Daily contact with supervisors for the purpose of receiving orders and exchanging information and views about departmental matters. Other contacts are with other city staff or affiliated Federal/State agencies necessary to assist in accomplishing work responsibilities. Contact is by telephone, cell phone, in person, electronic mail, or by radio dispatch.

Essential Functions

The essential functions or duties listed below 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 logical assignment to the position.

Performs a variety of routine and repetitive tasks, with work checked during progress upon completion for satisfactory performance.

Cleans, overhauls and maintains pumps and chlorinators; renews ball bearings, lubricates seals and retainers; overhauls motor reduction gears, renews internal parts, as directed.

Overhauls, installs and aligns drives and couplings as well as wear items, such as pneumatic members, rubber bushings and spiders.

Assists in overhaul and maintenance of auxiliary and emergency generators; changes lubricants and filter media at scheduled intervals; renews internal shaft grease, bearings, bushings, retainers and seals, as directed.

Maintains, repair and overhaul air compressors, reduction gears, equipment, valves, pumps, chemical solution feed equipment, mechanical seals, lawn care equipment and portable gasoline-powered engines.

Maintains and repairs HVAC equipment, boilers, oil and gas burners, heat exchangers and registers, hot water pumps, pneumatic controls.

Performs the installation and set-up of new or replacement equipment.

Performs minor carpentry and plumbing work.

Maintains spare parts inventory and tool control record keeping.

Assists outside vendors providing service on specialized equipment not serviceable by facility staff.

Performs maintenance duties in a safe manner. Ensures that safety instruments and equipment are maintained in proper working order, cleaned and stored properly.

Maintains complete, current and detailed maintenance/equipment records on a daily basis.

Assists supervisory staff with scheduling, costing and controlling corrective and preventative maintenance activities; as required.

Performs custodial, grounds keeping and snow removal duties; maintains a safe, clean professional appearance of treatment plants grounds, buildings and structures.

Paints equipment, apparatus, buildings and other items; as required.

Moves furniture and equipment; may be required to pick up and deliver supplies and materials.

Loads, unloads, moves and transports materials, equipment, freight and supplies; assists in handling and storing of stock.

Operates motor vehicles, hoists and portable equipment as required.

Works on grounds, buildings and roadways; assists with winter operations.

Establishes and maintains effective working relationships with employees and the public.

Performs similar or related work, as required, or as situation dictates

Attendance is an essential function of this position

Recommended Minimum Qualification

Education and Experience:

High School degree or equivalent. Successful completion of High School industrial training or vocational education courses; or technically equivalent training received in an accredited program. At least two (2) years of experience in the maintenance of treatment facilities or related fields.

Special Requirements

Possession of a valid CDL-B with Tanker Endorsement.
NE Grade 2 Collection System Operator Certificate
NH Grade 1 WWT Operator License (preferred)

Knowledge, Ability, and Skills

Knowledge: Knowledge in the use of power and hand tools and in the operation of motorized equipment. Knowledge of the processes and equipment involved in treatment plants, facilities and pump stations. General computer knowledge. Knowledge of electrical and instrumentation equipment and circuitry.

Ability: Ability to establish and maintain effective working relationships with others and excellent mechanical ability. Ability to provide excellent customer service. Ability to understand and follow oral and written instructions. Ability to understand and follow City's policies, procedures and workplace rules. Ability to apply shop mathematics to practical problems. Ability to maintain and control the equipment record and maintenance system.

Skill: Skill in the operation of machine shop tools, power tools, hand tools, and equipment used to rebuild or replace treatment plant equipment parts; must be able to read and understand electrical schematics, blueprints and diagrams. Must possess excellent time management skills. Skill in anticipating mechanical problems and in taking corrective actions to avoid serious malfunction of equipment.

Physical Requirements

Moderate to heavy physical effort in the work in performing work. Occasionally required to move (push, pull, lift or carry) objects weighting 50 pounds. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions. Ability to walk, stand, stoop and crouch for long periods of time. Ability to talk, listen and hear. The position has vision requirements including the ability to adjust focus at close and distant vision.

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