

## **WWT MAINTENANCE MECHANIC**

### **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 plant, pumping equipment, sludge/solids handling, storage facilities and pumping stations; 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 instances 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, treatment facilities, pumping stations and collection systems, instrumentation, electrical and mechanical equipment.

Will be required to work overtime, nights and weekends. On call (24 hours/day) on a rotating basis; may be required to work beyond the normal hours of a regular workweek. 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 limited contact with the public. Daily contact with supervisor for the purpose of receiving orders and exchanging information and views about departmental matters. Other contacts are with other city staff or affiliated federal and state agencies necessary to assist in accomplishing work responsibilities. Contact is by telephone, in person, cell phone, 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 a logical assignment to the position.*

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

Cleans, overhauls and maintains pumps and rotating equipment; renews ball bearings, lubricant seals and retainers; overhauls motor reduction gears; renews internal part, 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, and portable gasoline-powered engines.

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

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

Maintains spare parts inventory and tool control recordkeeping.

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 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 building and grounds maintenance using a variety of power and hand tools and equipment such as wrenches, drain augers, shovels, rakes, power mowers and snow blowers 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, building 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 Qualifications**

### **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 preferred.

At least two (2) years experience in the maintenance of treatment facilities and pumping stations or related fields.

### **Special Requirements**

NH Grade 1 Wastewater Treatment Plant Operators license or ability to obtain within one year.

NE Grade 2 Collection Systems Operator Certificate or ability to obtain within one year.

Possession of a CDL B driver's license with Tank Endorsement (preferred).

## **Knowledge, Ability and Skill**

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

**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, policies and procedures.

**Skill:** Skill in the operation of machine shop tools, power hand tools, and equipment used to rebuild or replace treatment plant and pumping station equipment parts. Must have the ability to read and understand electrical schematics, blueprints and diagrams. Must possess excellent time management skills.

## **Physical Requirements**

Moderate to heavy physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 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 normal 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 employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*