

Wastewater Mechanic

Department: Wastewater
Reports To: Superintendent/Lead Treatment Plant Operator

FLSA Status: Non-Exempt
Date: April 1, 2016

GENERAL SUMMARY:

Under the direction of the Superintendent and Chief Treatment Plant Operator, maintains all equipment, controls, and vehicles associated with the wastewater treatment plant and sewerage collection system.

Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring the incumbent to approach the workload with flexibility.

ESSENTIAL JOB FUNCTIONS:*

- ◆ Repairs and maintains all Town vehicles, equipment, and controls. Works to prevent equipment failure and avoid reoccurrence of problems.
- ◆ Troubleshoots problems; welds, installs, and replaces parts; repairs parts and systems; and performs tune-ups and upgrades.
- ◆ Performs preventive maintenance.
- ◆ Conducts vehicle and equipment safety inspections.
- ◆ Completes scheduled repairs from generated Work Orders, following order of priority.
- ◆ Keeps records of all maintenance and repair work performed.
- ◆ Communicates with the Superintendent, Lead Treatment Plant Operator, and Operators about equipment and responds to any reports of problems.
- ◆ Responds to emergencies and/or equipment failures.
- ◆ Coordinates with vendors and suppliers regarding equipment specifications, availability, pricing, and alternatives. Orders necessary parts, supplies, and equipment with the approval of the Lead Treatment Plant Operator.
- ◆ Orders necessary parts, supplies, and equipment and ensures their safe storage.
- ◆ Keeps work area neat and clean.
- ◆ Follows all safety regulations.
- ◆ Attends and participates in all staff meetings.
- ◆ Maintains quality service by following departmental guidelines and procedures and by establishing and enforcing Town standards.

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- ◆ Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- ◆ Performs research, special projects, and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

EDUCATION & EXPERIENCE:

High school diploma or equivalent, plus three to five years of progressively responsible related mechanical experience, or any equivalent combination of education and experience. Technical degree or additional training preferred.

LICENSES & CERTIFICATIONS:

- ◆ Valid State of Maine driver's license with no points or restrictions that would affect the Town's liability insurance.
- ◆ Wastewater Operator certification is required within one year of hire.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Thorough working knowledge of and ability to maintain and repair all equipment, controls, and vehicles involved in a wastewater treatment plant and sewerage collection system.
- ◆ Knowledge of and ability to operate the necessary tools and equipment used in repair and maintenance operations. Ability to perform fabricating and welding.
- ◆ Extensive mechanical experience, plumbing experience, and basic electrical experience.
- ◆ Excellent interpersonal and customer service skills; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers and all individuals, groups, and organizations contacted in the course of work.
- ◆ Ability to work cooperatively as a team member and participate in creating a positive and constructive work environment for everyone; willingness to support and assist other staff members and to take responsibility for contributing to the success of the department and the Town.
- ◆ Excellent written and verbal communication skills.
- ◆ Ability to work with a high level of detail; ability to efficiently manage time and organize work; ability to prioritize multiple tasks and deal effectively with interruptions.
- ◆ Ability to work independently and exercise independent judgment; ability to identify and analyze complex issues and to develop appropriate recommendations.
- ◆ Ability to effectively operate computers and software necessary for the performance of job duties.

SPECIAL REQUIREMENTS:

None.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The majority of work is performed in a wastewater treatment plant, compost facility, or sewerage collection system, or outdoors in all weather conditions.

Operates service truck, electric crane, loader, excavator, backhoe, one-ton plow truck, half-ton pickup truck, compressor trailer, cement mixer, lawnmower, weedwhacker, chain fall jackhammer, power saw, pipe saw, sanders, drills, belt filter press, mud sucker pumps, water pumps, blowers, generators, sewer jetter, presses, pressure washer, screening equipment, ladder, various lab equipment, including scales, pH meter, DO probe, composite samplers, incubator, autoclave oven, and microscope, and other various hand and power tools.

Frequent climbing, balancing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions are required. Moderate lifting and physical work is frequently required. Heavy lifting and physical work is occasionally required. Must be able to lift and carry 75 pounds in standing and bending positions, and carry while walking distances of 10 feet. Body movements require working with hands extended above and below head and from body up to 40 minutes, using hand tools weighing up to 15 pounds.

Frequently exposed to hazardous physical conditions such as moving mechanical parts and electrical currents, atmospheric conditions such as fumes/odors/dust/gas, hazardous materials and chemicals, extreme temperatures, intense noise, and threatening environments and people. Occasionally exposed to inadequate lighting, and confined work spaces. Regular travel is required, operating a motor vehicle.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, projector, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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.