

Job Description

Human Resource Use Only

Position Number:
Step/Grade - I
Effective Date: 06/2016

POSITION IDENTIFICATION

Position Title: Mechanic
Division: Wastewater Treatment Facility
Status: Full time Non-Exempt
Normal Workweek: Monday – Friday (7 a.m. – 3:00 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Assistant Superintendent and Superintendent

Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

The Mechanic performs work of a skilled and technical nature required to maintain, repair, replace or rebuild a variety of pumps, valves, and specialized equipment used in the wastewater treatment process. The mechanic performs physical plant rounds, observes equipment operation, detects anomalies and adjusts, repairs, or rebuilds equipment. Mechanic performs both preventative and corrective repairs using a variety of hand tools, power and pneumatic tools, and shop equipment, in order to keep the equipment and machinery running in an efficient and safe manner. Mechanic is also responsible for repairs to the facility buildings and grounds which includes: plumbing, carpentry, masonry, welding, and painting tasks.

ESSENTIAL DUTIES

- Performs physical plant rounds to monitor and inspect all facility equipment including: pumps, compressors, pump motors, lawn equipment, snow removal equipment, HVAC units, boilers, blowers, hoists, and plant vehicles to ensure proper lubrication and efficient operation.
- Performs preventative maintenance work orders that include: change out of lubricants, alignment and adjusting belts, packing, greasing of bearings and lubrication of moving parts, and replacing filters, gaskets, and other wear items.
- Operates, evaluates, and diagnoses abnormal or irregular equipment operation
- Works from sketches, drawings, and blueprints and maintains accurate and up to date equipment repair records and files.
- Orders replacement parts and makes corrective repairs to process equipment, motorized equipment, vehicles, and all other related ancillary utility equipment.
- Dismantles, rebuilds reassembles and installs plant equipment such as: isolation and plug valves, process pipelines, centrifugal pumps, drive units and gear boxes.
- Regularly confers with supervisors on job priorities, work progress, and equipment and maintenance issues.
- Must work effectively individually as well as within a group on large projects. Mechanic works with operators, electrician, and outside contractors.

- Responds and reports when called upon for emergency equipment repairs or unusual plant problems, which includes nights, weekends, or holidays.

OTHER DUTIES

- Operates all phases of the WWTF equipment and controls.
- Position will assist in snow removal duties and may be assigned grounds keeping duties as needed.
- Leads other staff when working in groups on plant projects and provides direction to employees assigned in the performance of task/work orders.
- Mechanic may work with and/or assist other City departments.
- Performs other utility related work as required.

MINIMUM POSITION QUALIFICATIONS

- Education:** High school diploma along with an Associates degree in Maintenance mechanics, Electromechanical Technology, or an individual may also qualify with an equivalent combination of licensure, experience, military training, or education as determined by management.
- Experience:** A minimum four years relevant experience in mechanical maintenance involving machinery and equipment similar to that found at a wastewater treatment facility.
- Certifications/Licenses:** A valid driver's license.
- Other Requirements:** Understands duties and performs work tasks in a safe manner in accordance with the safety programs, policies, and protocol of the WWTF.

KNOWLEDGE, SKILLS, & ABILITIES

The Mechanic position must have considerable skills, knowledge, and experience in the maintenance and operations, as well as, the hazards and safety precautions used in a modern wastewater treatment facility. The person filling this role must have a strong mechanical aptitude and work effectively as an individual as well as within a group setting and the ability to use hand and power tools, shop equipment (ex: welder, cutting torch, table saw, skill saw, pipe threading machine), calculator, telephone, hand-held radio units, and able to navigate and use a computer

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Manual Dexterity:** Position requires good hand-eye coordination and manual dexterity necessary for use of hand and power tools, programming HMI touch screens, SCADA computers, and operating motorized equipment,

- Physical Effort:** A great deal of walking is required to physically inspect equipment and the facility including ascending and descending ladders and climbing up and down stairways of three to four levels. Will be required to stoop, kneel, bend, crouch, grab, twist, push and pull in performance of daily duties. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids. The individual must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Working Conditions:** The individual must be able to withstand all environment conditions within reason. Normal operations and maintenance tasks will demand exposure to the elements at any time and for extended periods. The employee must be able to use appropriate safety and protective equipment in environments of hot or cold temperatures, excessive noise, vibration, greasy and oily equipment, noxious odors, hazardous chemical locations, confined space conditions, electrical shock situations, and in dealing with wastewater itself. Safety toe shoes and safety glasses are required to be worn when working at the plant.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.