



JOB DESCRIPTION

Department: Wastewater Treatment Plant
Position Classification: Mechanic I, Full-Time, FLSA Non-Exempt
Position Title: Mechanic I – Lift Station and Plant Mechanic
Reports To: Wastewater Treatment Plant – Crew Chief – Lead Maintenance
Supervises: None
Wage: Minimum \$17.90/hr; Midpoint \$22.37/hr; Maximum \$26.84/hr

APPLICATION DEADLINE – September 20, 2019

Position Summary

Mechanics serve as a team of maintenance workers daily, operating under the direction of the Wastewater Treatment Plant – Crew Chief - Lead Maintenance position, to maintain pumps, equipment and structures at the Water Treatment Plants, Wastewater Treatment Plant, Collection System Lift Stations, Wellfields, Water Booster Stations and Water Storage Tanks. The Mechanic 1 team will work with others in the water and wastewater divisions to properly maintain the mechanical and structural assets of the Utility, under best practices and manufacturers guidelines, in a predictive and preventive maintenance program. Individual mechanics may focus their time in either: Wastewater Plant, Water Plant, Lift Stations, or Water Pumps and Water Storage Tanks.

Essential (Primary) Duties:

1. Identify, prioritize, and train new hires to keep records and maintain equipment in an on-going effort to prolong the useful life of Utility assets.
2. Will be performing the overall general operations and maintenance of all lift stations in the Wastewater Collection System.
3. Conduct all activities with safety as the number one priority for him/herself and the people under him/her. This person will be well versed in IOSHA requirements and the hazards of the water and wastewater treatment facility and lift stations.
4. Possess or develop computer skills and/or prior knowledge of working with establishing and managing a maintenance management program. Coordinate with the Wastewater Treatment Plant – Crew Chief – Lead Maintenance supervisor and Superintendent of Water Treatment on developing and incorporating preventive maintenance schedules, well records, fleet vehicles, pumps and equipment records and all other necessary recording into the maintenance management program.
5. Overhaul pumps and other mechanical equipment and train subordinates in pump and equipment repair and maintenance.
6. Perform scheduled pump, equipment and structural maintenance as assigned.
7. Consult with supervisor to discuss job assignments according to priority and evaluate most safe and feasible approach to complete jobs.
8. Train and instruct other crew members in all Utility and IOSHA safety regulations in regard to confined space entry, lockout/tag-out, and electrical safety.
9. Responsible for materials, equipment and safety equipment on the job site.

10. Responsible for seeing that all necessary paper work such as work orders, inventory control and assigned equipment maintenance reports are completed and turned into the designated record keeper in a timely manner.
11. Required to work weeklong Stand-By shifts, which rotate each week based on the number of operators (i.e. 3 mechanics = 3-week shift rotations). Assumes responsibility for standby duty after hours, on weekends and holidays as assigned on a rotational and/or emergency basis.
12. Perform facility housekeeping and job site cleanup (interior and exterior).

Other Duties

1. Perform other duties as determined by the Wastewater Treatment Plant – Crew Chief – Lead Maintenance and Superintendent of Water Treatment. Coordinating on stocking truck, maintenance shop and inventory equipment and the purchase of said necessary equipment.
2. Perform any other miscellaneous duties as required and/or assigned.
3. Attending safety and training programs as scheduled.

Skills and Experience Requirements

1. Must have knowledge of the operation of the Water Treatment Plants, Wastewater Plant, Water Distribution and Collection System Operations for coordinating optimum times for removing pieces of equipment out of service for maintenance or repairs.
2. Experience in the operation and maintenance of wastewater lift stations, mechanical and electrical equipment and structural systems. An equivalent combination of education, training, and relevant work experience, which provides the requisite knowledge, skills, and abilities for this position are preferred.
3. Familiarity with Supervisory Control and Data Acquisition (SCADA) systems programming and controls strongly desirable.
4. Must be a self-starter with the ability to motivate others.
5. Ability to receive, understand and follow through when given oral and written instructions from supervisor.
6. Be familiar with emergency procedures and safety regulations concerning flooded lift stations and/or broken force mains.
7. Ability to read basic blueprints and electrical wiring diagrams in order to troubleshoot electrical control panels.
8. Possess a basic knowledge of operations and maintenance of lift station monitoring system.
9. Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.
10. Ability to work either independently or as a member of a team.
11. Must have a general working knowledge of rules, regulations and ordinances governing the Water and Wastewater Systems.
12. Individual will have contact with the public and other utilities or their representatives and must look and conduct himself/herself professionally.

Physical Requirements

1. Ability to exert physical effort in light to heavy work involving some lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination. Must be in good physical condition.
2. Ability to operate a variety of automated equipment including control panels, digital and analytical devices and related appurtenances; Ability to operate a variety of automated office machines including copier, computer, telephone system, etc.

3. Individual most perform most duties outdoors and is exposed to a variety of weather conditions and environments.

Education

High school diploma or GED; supplemented by vocational/technical training in a related field. An equivalent combination of education, training, and relevant work experience, which provides the requisite knowledge, skills, and abilities for this position are preferred.

Work Environment

Job Location: The minimum working conditions for this position requires the employee to work both inside and outside, be exposed to temperatures below 32 degrees for periods of more than one hour, be exposed to temperatures above 100 degrees for periods of more than one hour, be exposed to noise, vibration, hazards, and atmospheric conditions in which one or more of the following symptoms affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.

Ability to work either independently or as a member of a team.

Ability to understand hazardous communication and work within job safety requirements, including proper handling of hazardous chemicals in potentially dangerous situations.

Safety Equipment: The safety equipment required includes, but is not limited to, a hard hat, safety vest, respirator, confined space safety harness, safety glasses and steel-toed shoes, depending on the task.

Licenses and Certifications

Must have a valid Indiana Driver's License and maintain it at all times. Must have good driving record, sufficient to be covered by city insurance as a driver while on duty. Must be able to obtain Class B CDL within 180 days of hiring and maintain at all times. Obtaining a Water Distribution, Water Treatment and Wastewater certifications after hire is preferred.

Residency

Must reside in Bartholomew County or adjoining county within six (6) months of employment. This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

Note: This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.

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