

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Water/WW Maint. Mech. **GR:** K **FLSA:** NE **DATE:** 08/14/2014

DEPARTMENT: Utilities **DIVISION:** Plant Operations- Water Plant/Wastewater Plant

REPORTS TO: Water Plant Maint. Foreman **APPROVED:** _____ **JOB CODE:** 5030
WW Plant Maint. Foreman

GENERAL DESCRIPTION:

Under general direction, performs and leads others in a variety of skilled and semi-skilled mechanical repair work to plant and power equipment and carries out a preventive maintenance program. Work is complex, determining a sequence of operations and scheduling.

TYPICAL DUTIES:

- Performs and leads others in journeyman level skilled and semi-skilled mechanical repairs to plant and power equipment at the Water or Wastewater Treatment Plant, including but not limited to pumps, blowers, filters, chemical feed equipment, motors, electrical controls, boilers, generators, laboratory equipment, piping, valves and automated controls.
- Maintains parts inventory and stock.
- Plans and carries out a preventative maintenance program.
- Serves as lead on repairs and maintenance requiring multiple employees.
- Reads and interprets technical manuals and blueprints.
- Fabricates special equipment and makes equipment repairs utilizing both gas and electrical welding equipment.
- Performs Operator duties as assigned.
- Performs overtime and after-hours calls as required and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Leads plant operators in performing maintenance work procedures as assigned.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school or G.E.D.; two years of experience with plant mechanical/electrical systems or equivalent experience; possess or obtain Kansas Class III Water or Wastewater Plant Operator Certificate within 1 year of KDHE exam eligibility; possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Maintain and conduct an effective maintenance program. (Daily)

Determine the cause of system malfunctions and to apply remedial actions. (Daily)

ESSENTIAL JOB FUNCTIONS (continued):

Understand and apply knowledge of the functions of the water or wastewater treatment processes to maintain plant equipment properly and effectively. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 20 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Ability to distinguish colors

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Occasionally operates precision equipment

Manual Dexterity: Frequently operates valves, switches, tools, etc. and occasionally operates precision equipment

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Equipment noise

Hazards: Moderate exposure to chemicals

Fumes/Dust/Odors: Frequent exposure to dust, occasionally exposed to fumes and odors

Infectious Diseases: Moderate exposure (Wastewater); no exposure (Water)

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to perform mathematical calculations accurately.

Ability to listen and apply information and instructions.

Ability to organize information for concise written records.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Hand and power tools, high and low voltage electrical test equipment, welders, computers and vehicles, telephone

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.