

Utility Chief Mechanic

Department: Utilities

Pay Grade: 19

Hiring Range: \$39,355.68-\$44,455.84

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, takes lead responsibility for performing corrective and preventative maintenance tasks on water and wastewater equipment and facilities. Utilizes and supervises others assigned to assist in maintenance activities, and/or coordinates the repair of equipment and facilities through outside contractors.

QUALIFICATIONS

Education and Experience:

- High School Diploma or General Equivalency Diploma (GED) is required.
- At least five years of related equipment maintenance and treatment plant operation experience is required.
- Two years of supervisory or leading a work crew experience is required.
- Must possess a valid Texas driver's license and driving record must be in compliance with city policy.
- Must submit to and pass a post-offer, non-regulated drug test and thorough background checks (including criminal history).
- Must be a citizen of the United States.
- Must be 18 or older at the time of appointment.

Preferred Qualifications:

- Possesses a Texas Commission on Environmental Quality (TCEQ) Class C Wastewater Operators Certificate and a Grade C Water Operator Certificate of Competency.

Special Qualifications:

Knowledge, Skills and Abilities:

- Must have excellent operation and maintenance knowledge of pumps, motors, valves, blowers and similar equipment used in water and wastewater treatment plants, sewage lift stations and water pumping stations. Must have skills in diagnosing mechanical and electrical failures by using specialty-measuring instruments such as electrical meters and micrometers.
- Ability to work independently and with minimal supervision.
- Must be familiar with the basic principles of operations for different electric motor types, their associated electrical switchgear and related control systems.
- Skillfull in operating heavy to light construction equipment and in using small power tools and equipment in a safe and responsible manner.

- Able to maintain an effective and pleasant working relationship with employees, contractors and the general public.
- Must be able to work extensive hours, or various work shifts as needed.

ESSENTIAL JOB FUNCTIONS

- Oversees the daily work activities of laborers assigned to assist with maintenance tasks to include training, assigning work tasks, monitoring/inspecting work, and provides direction and guidance in work tasks.
- Prepares recommendations to management in training, setting worker goals and objectives, scheduling work crews, and evaluating employee performance.
- Performs continual inspections of operational functions and activities to identify any inefficiencies and ineffectiveness and makes recommendations to management for corrective workable solutions
- Trains workers in the safe and proper operation of equipment , tools, and safety equipment while performing job tasks to ensures workers don't injure themselves or damage equipment.
- Prepares advertising notifications to solicit price quotes for purchase of equipment, supplies, materials, etc.
- Informs supervisor of potential hazards, problem areas, public inquiries and the status of other work activities.
- Performs corrective maintenance tasks on water and wastewater treatment plant equipment, pumping equipment, valves, electric motors, compressors, blowers, fans, electrical switch gear, and control systems. Performs preventative maintenance tasks on equipment, as specified by equipment manufacturers, to include lubrication and/or lubricant changing, fluids reservoir checks, belt and chain adjustments, adjusting alignment of couplings and mountings, and cleaning filters and screens.
- Maintains a comprehensive maintenance log of all maintenance activities by documenting the operation and repair history of all major equipment items within a computerized maintenance management software.
- Identifies and investigates causes of equipment failures by using specialty equipment, instruments and tools to include volt/ohm meters, megohm meters, signal generators, vibration analysis equipment, thermometers, etc.
- Performs general maintenance tasks such as: cleaning and inspecting equipment and machines for proper operation on a routine and scheduled basis; application of protective coatings to outdoor and indoor equipment in a manner consistent with coating labeling; maintains a clean and efficient repair shop by organizing, storing, and cleaning tools and supplies used in equipment maintenance; operates various light to heavy construction equipment and tools.
- Directs and assists in the general housekeeping of buildings (interior and exterior), treatment tanks and vehicles.
- Adheres to personnel, safety, and department policies and procedures.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In order to perform the essential functions of the job:

- must be able to talk, read, see, walk, and hear;
- have good hand/foot/eye coordination to operate and repair equipment and vehicles;
- follow oral and written directives;
- work in adverse environmental conditions to include inclement weather and hazardous conditions including mechanical, electrical, fume/odor, dust/mist, chemical, toxic and biological hazards and other solid waste substances, and exposure to insects.
- the employee is frequently required to sit, stand, crawl, bend, and kneel for several hours per day, climb on and off equipment, operate vibrating equipment, work indoors, underground, outdoors, in confined spaces, manholes and trenches, on level, slippery, sloping, unstable and muddy terrain, and under constantly noisy conditions;
- perform strenuous physical activities to include exerting up to 80 lbs. of pressure to: lift, push, pull, and carry heavy supplies and equipment several times a day;
- use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily at remote pump station and treatment facility locations outdoors and inside pumping and treatment buildings.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hour, etc., should be directed to the immediate supervisor.