

Mechanic Specialist

OMI Grade 5

Non-exempt

Reports to: Maintenance Manager
Maintenance Supervisor
Project Manager

Supervises: None

General Statement

Performs preventive and corrective maintenance on water/wastewater treatment plant and related facilities equipment and wiring on an assigned shift

Essential Duties and Responsibilities

- Reads, interprets and works from blueprints, drawings, sketches, plans, specifications, and technical illustrations
- Performs skilled repair work, on wastewater treatment plant equipment and instruments
- Inspects, repairs and maintains electrical and/or electro-mechanical operating and control systems, equipment and fixtures
- Inspects, maintains and repairs wiring and lighting systems, electrical control equipment, meters, outlets, and panels
- Installs new equipment, interprets oral and written instructions, specifications, wiring diagrams, and codes
- Establishes and maintains scheduled electrical maintenance program for the plant's equipment
- May repair electrical and electronic instruments
- Exercises independent judgment in solving normal work problems under general supervision of Maintenance Manager, Maintenance Supervisor or Project Manager using standard and special electrical tools and equipment
- Keeps electrical maintenance records, prepares labor and material estimates
- Understands the mathematics of electricity and machines
- Follows oral and written instructions
- Establishes and maintains cooperative relationships with those contacted during the course of work
- Performs other duties as required

Basic Qualifications

- High school diploma or GED
- Four years experience as an electrical/mechanical technician
- Possess a valid driver's license

Preferred Qualifications

- Some trade school education with an emphasis on electrical and mechanical equipment and metal fabrication
- Knowledge of the methods, materials, equipment, and tools used in the construction, repair, and operation of engines, pumps, and other mechanical equipment related to water/wastewater treatment plant operations and procedures; safe work practices
- Demonstrated ability to use computers and computer software including, but not limited to Microsoft Word, Excel, and Outlook and to enter data into computerized management systems to compose and complete computer reports.

Working Conditions & Physical Requirements

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to work on equipment; have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, climb and work off of a ladder or scaffold and climb into and out of vehicles having high ground clearance; use arms and back to tighten and loosen nuts and bolts; carry a 50 pound tool box up a flight of stairs; work in confined spaces and wear and use appropriate safety equipment.

I have read and understand my job description.

Employee Signature

Date