

POSITION DESCRIPTION

Maintenance Technician

Department:	Public Works
Division:	Wastewater Treatment Plant
Grade:	15
Bargaining Unit:	United Auto Workers – WWTP
FLSA Status:	Non-exempt
Reports To:	WWTP Maintenance Supervisor
Date:	October 2021

General Purpose

Under general supervision, this position performs electrical and instrumentation work, including preventative maintenance on electrical distribution systems, motors, pumps, and instrumentation.

Complexity

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

Responsibility

Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to the following:

- Performs preventive maintenance, repair and calibration of electrical, electronic, telephone, pneumatic systems, radio and instrumentation equipment and analyzers.
- Assists in the development, construction, and installation of electrical transformers, generators and distribution control systems.
- Troubleshoots, repairs, and maintains instruments and control systems; and assists with the monitoring and control of plant and pumping station processes.
- Maintains drawing and schematics of electrical and other treatment plant systems.
- Repairs wastewater mechanical systems, including electric motors, gear boxes, and valves.
- Monitors the performance of the treatment plant's electrical systems, circuits, and equipment.

- Develops field sketches and updates record drawings of electrical systems.
- Researches and develops information for management.
- Prepares specifications for purchases of parts and supplies.
- Maintains accurate records; and prepares technical reports as needed.
- Performs general facility, plant, and ground maintenance.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus in the electrical field.

Experience

Three (3) years of experience with electrical troubleshooting, repair, and installation.

Trainings, Certificates, and Licenses

Master Electrician License

Desired Qualifications

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus in the electrical field.

Experience

Three (3) years of experience with electrical troubleshooting, repair, and installation.

Trainings, Certificates, and Licenses

Master Electrician License

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally balance, bend/stop, kneel, crouch, squat, reach above shoulder level, sit, stand, walk, lift up to 50 lbs., carry, feel, and drive; and frequently push/pull up to 25 lbs., talk, and hear.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color, and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.

While performing the duties of this job, this position will use their right foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to inside and outside environmental conditions, working in narrow aisles or passageways, work around moving mechanical parts, working in close quarters, and exposure to extreme heat and cold.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.