

Water Authority Position Description

JOURNEYMAN UTIL MAINT MECHANIC

Status	Position Code	Level	Date
APPROVED	JUMM	O80	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

THIS IS A TRAINING AND CERTIFICATION PROGRAM THAT WILL PROVIDE AN OPPORTUNITY FOR ADVANCEMENT BASED UPON SUCCESSFUL COMPLETION OF EACH PHASE OF A PROGRAM. THIS PROGRAM CONSISTS OF PERFORMING MAINTENANCE, REPAIR AND INSTALLATION OF WATER PLANT, DISTRIBUTION AND TREATMENT SYSTEMS. THE JOURNEYMAN UTILITY MAINTENANCE MECHANIC LEADS CREWS IN A BROAD RANGE OF CORRECTIVE/PREVENTIVE MAINTENANCE, REPAIR, AND INSTALLATION OF WATER PLANT, DISTRIBUTION, AND TREATMENT SYSTEMS, PLANS AND ESTIMATES COSTS OF MAINTENANCE WORK.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED AND FIVE (5) YEARS EXPERIENCE IN THE UMM PROGRAM TO INCLUDE ONE (1) YEAR EXPERIENCE AS A UTILITY MAINTENANCE MECHANIC III.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 SUCCESSFUL COMPLETION OF UTILITY MAINTENANCE MECHANIC 4 JOURNEYMAN CERTIFICATE
 POSSESSION OF A NEW MEXICO WATER/WASTEWATER CERTIFICATE, LEVEL IV
 POSSESSION OF A VALID (SMRP) CERTIFIED MAINTENANCE MECHANIC CERTIFICATE
 POSSESSION OF, OR ABILITY TO OBTAIN, A CPR CERTIFICATE
 POSSESSION OF, OR ABILITY TO OBTAIN, A FIRST AID CERTIFICATE
 MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVES DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

PROVIDES TECHNICAL AND FUNCTIONAL SUPERVISION TO LESS EXPERIENCED UTILITY MAINTENANCE MECHANICS.

ESSENTIAL FUNCTIONS

1. DIAGNOSES COMPLEX MECHANICAL PROBLEMS AND MAKES REPAIRS AND ADJUSTMENTS ON A VARIETY OF WATER/WASTEWATER EQUIPMENT. TROUBLESHOOT, MAINTAIN AND REPAIR AIR AND GAS COMPRESSORS, WATER METERS, BACK FLOW DEVICES AND CHLORINE EQUIPMENT, PUMPS, VALVES, CENTRIFUGE AND VACUUM CONVEYANCE SYSTEMS.
2. ESTIMATE TIME, MATERIALS AND EQUIPMENT REQUIRED FOR JOBS ASSIGNED; REQUISITION MATERIALS AS REQUIRED.
3. READ AND INTERPRET BLUE PRINTS, MAINTENANCE AND TECHNICAL MANUALS FOR EQUIPMENT.
4. MAINTAIN AND REPAIR ALL PIPING PERTAINING TO WATER/WASTEWATER TREATMENT FACILITIES AND PUMPING FACILITIES. PERFORM VARIOUS MAINTENANCE JOBS OF PLANT BUILDINGS AND GROUNDS.
5. PERFORM CORRECTIVE/PREVENTIVE MAINTENANCE AND REPAIR ACTIVITIES ON A VARIETY OF WATER/WASTEWATER PUMPS, GAS/LIQUID DISTRIBUTION SYSTEMS, PIPES, VALVES, GEARBOXES, GAS AND/OR DIESEL ENGINES AND BIOGAS FIRED INDUSTRIAL ENGINES.
6. OPERATE, LUBRICATE, OVERHAUL OR REPAIR VARIOUS PIECES OF PUMPS, CONVEYOR BELTS, ENGINES AND MACHINERY.
7. PERFORM COMPLEX REPAIRS AND MODIFICATIONS TO VENTILATION AND HVAC SYSTEMS IN PLANT AND PUMPING FACILITIES.
8. USE A VARIETY OF MECHANICAL REPAIR EQUIPMENT SUCH AS A MACHINE LATHE, PIPE THREADING MACHINE, HAND GRINDERS, DRILLS, TAPES VOLTAGE METERS, ETC.
9. MAY OPERATE A CRANE, FORK-LIFT AND DUMP TRUCK.
10. ENSURE ADHERENCE TO SAFE WORK PRACTICES AND PROCEDURES.
11. OPERATE A PC AND ASSOCIATE COMPUTER PROGRAMS.

SUPPLEMENTAL FUNCTIONS

1. TRAIN ASSIGNED EMPLOYEES IN MAINTENANCE AND REPAIR METHODS, PROCEDURES AND TECHNIQUES.
2. USE AND MAINTAIN SELF CONTAINED BREATHING APPARATUS FOR THE PERFORMANCE OF CONFINED SPACE ENTRY DUTIES.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
4. ADHERE TO SAFE WORK PRACTICES AND PROCEDURES.

PREFERRED KNOWLEDGE

COMPUTERS AND SUPPORTING WEB-BROWSING, ON-LINE INSTRUCTION, AND WORK ORDER SYSTEM SOFTWARE
OPERATIONS, SERVICES AND ACTIVITIES, OF A WATER/WASTEWATER TREATMENT PLANT AND RELATED PUMPING FACILITIES
OPERATIONAL CHARACTERISTICS OF WATER/WASTEWATER TREATMENT PLANT PUMPING MECHANISMS
METHODS AND TECHNIQUES OF CORRECTIVE/PREVENTIVE MAINTENANCE AND REPAIR OF WATER FACILITY PLANT EQUIPMENT
PRINCIPLES AND PRACTICES OF ODOR CONTROL AND DISINFECTING
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
SAFE WORK PRACTICES RELATIVE TO ASSIGNED AREA

PREFERRED SKILL/ABILITY

PERFORM CORRECTIVE/PREVENTIVE MAINTENANCE OF WATER/WASTEWATER TREATMENT PLANT PUMPING MECHANISMS
OPERATE ELECTRIC OR GAS WELDING EQUIPMENT TO MODIFY OR FABRICATE EQUIPMENT
READ, UNDERSTAND AND INTERPRET BLUEPRINTS AND MANUALS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
PERFORM A VARIETY OF MANUAL LABOR IN ADVERSE WORKING CONDITIONS
USE A VARIETY OF MAINTENANCE EQUIPMENT IN A SAFE AND EFFECTIVE MANNER
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

WATER AND WASTEWATER TREATMENT PLANT ENVIRONMENT; EXPOSURE TO HEAT, COLD, NOISE, DUST, GREASE, SMOKE, FUMES, GASES, ELECTRICAL AND RADIANT ENERGY; WORK IN OR WITH WATER; WORK ON SLIPPERY OR UNEVEN SURFACES; WORK WITH MACHINERY.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; HEAVY OR MODERATE OR LIGHT LIFTING AND CARRYING; OPERATING MOTORIZED EQUIPMENT.

MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT