

# Water Authority Position Description

## UTIL MAINT MECHANIC 3B

Status	Position Code	Level	Date
APPROVED	UM3B	O71	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 INDIVIDUAL PERFORMANCE AND SUCCESSFUL COMPLETION OF A SELF-PACED PROGRAM. THIS PROGRAM CONSISTS OF PERFORMING MAINTENANCE AND MECHANICAL DUTIES RANGING IN RESPONSIBILITY FROM CORRECTIVE/PREVENTIVE MAINTENANCE AND REPAIR ACTIVITIES ON AUTHORITY WATER/WASTEWATER PUMPS AND PUMPING FACILITIES, TROUBLESHOOT EQUIPMENT FAILURES, AND PERFORM A VARIETY OF TECHNICAL TASKS RELATIVE TO ASSIGNED AREA OF RESPONSIBILITY. THE UTILITY MAINTENANCE MECHANIC III-B PERFORMS CORRECTIVE/PREVENTIVE MAINTENANCE ON WATER/WASTEWATER EQUIPMENT. TROUBLESHOOT, REPAIR AND ADJUST A VARIETY OF WATER/WASTEWATER EQUIPMENT. PARTICIPATES IN CLASSROOM, ON-LINE AND ON-THE-JOB TRAINING.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED AND FOUR (4) YEARS EXPERIENCE IN THE UTILITY MAINTENANCE MECHANIC PROGRAM.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 COMPLETION OF UTILITY MAINTENANCE MECHANIC III CERTIFICATION PROGRAM  
 STATE OF NEW MEXICO WATER/WASTEWATER SYSTEMS OPERATOR II CERTIFICATE  
 POSSESSION OF OR ABILITY TO OBTAIN CERTIFICATE OF CPR  
 POSSESSION OF OR ABILITY TO OBTAIN FIRST AID CERTIFICATE  
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 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 GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

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

### **ESSENTIAL FUNCTIONS**

1. DIAGNOSE COMPLEX MECHANICAL PROBLEMS AND MAKE REPAIR AND ADJUSTMENTS ON A VARIETY OF WATER/WASTEWATER EQUIPMENT.
2. TROUBLESHOOT, MAINTAIN AND REPAIR AIR AND GAS COMPRESSORS, WATER METERS, BACK FLOW DEVICES AND CHLORINE EQUIPMENT, PUMPS, VALVES, CENTRIFUGE AND VACUUM CONVEYANCE SYSTEMS.
3. 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.
4. OPERATE, LUBRICATE, OVERHAUL OR REPAIR VARIOUS PIECES OF PUMPS, CONVEYOR BELTS, ENGINES AND MACHINERY.
5. MAINTAIN AND REPAIR ALL PIPING PERTAINING TO WATER/WASTEWATER TREATMENT FACILITIES AND PUMPING FACILITIES. PERFORM VARIOUS MAINTENANCE JOBS OF PLANT BUILDINGS AND GROUNDS.
6. READ AND INTERPRET BLUE PRINTS, MAINTENANCE AND TECHNICAL MANUALS FOR EQUIPMENT. PROCURE PARTS, TOOLS OR SUPPLIES AS NECESSARY TO PERFORM ASSIGNED DUTIES.
7. TROUBLESHOOT, MAINTAIN AND REPAIR AIR AND GAS COMPRESSORS, WATER METERS, BACK FLOW DEVICES AND CHLORINE EQUIPMENT, PUMPS, VALVES, CENTRIFUGE AND VACUUM CONVEYANCE SYSTEMS.
8. PERFORM MINOR REPAIRS AND MODIFICATIONS TO VENTILATION AND HVAC SYSTEMS IN PLANT AND PUMPING FACILITIES.
9. REVIEW WORK ORDERS AND DETERMINE MATERIALS REQUIRED FOR EACH TASK. REQUISITION MATERIALS AS REQUIRED AND DISTRIBUTE PARTS AS NECESSARY.
10. USE A VARIETY OF MECHANICAL REPAIR EQUIPMENT SUCH AS A MACHINE LATHE, PIPE THREADING MACHINE, HAND GRINDERS, DRILLS, TAPES VOLTAGE METERS, ETC.
11. MAY OPERATE A CRANE, FORK-LIFT AND DUMP TRUCK.
12. 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 EQUIPMENT AND 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