

# Water Authority Position Description

## UTILITY MAINT MECHANIC 1

Status	Position Code	Level	Date
APPROVED	UMM1	O31	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 I PERFORMS ROUTINE CORRECTIVE/PREVENTIVE MAINTENANCE ON WATER/WASTEWATER EQUIPMENT; PERFORMS OR ASSISTS IN PERFORMING MINOR MECHANICAL REPAIRS AND ADJUSTMENTS ON 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 TWO (2) YEARS TRADES OR CONSTRUCTION EXPERIENCE TO INCLUDE INDUSTRIAL REPAIR AND MAINTENANCE, AUTOMOTIVE OR DIESEL MECHANICS, HEATING VENTILATION AND AIR CONDITIONING, PLUMBING OR RELATED FIELD. INDUSTRIAL OR WATER/WASTEWATER MAINTENANCE EXPERIENCE PREFERRED.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 POSSESSION OF, OR ABILITY TO OBTAIN, A CPR CERTIFICATE  
 POSSESSION OF, OR ABILITY TO OBTAIN, A 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 SUPERVISION FROM HIGHER LEVEL SUPERVISOR OR MANAGEMENT STAFF.

**ESSENTIAL FUNCTIONS**

1. PERFORM ROUTINE CORRECTIVE/PREVENTIVE MAINTENANCE AND MINOR 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.
2. OPERATE, LUBRICATE OR REPAIR VARIOUS PIECES OF PUMPS, CONVEYOR BELTS, ENGINES AND MACHINERY.
3. PARTICIPATE IN CLASSROOM, ON-LINE AND ON-THE-JOB TRAINING.
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. READ AND INTERPRET BLUE PRINTS, MAINTENANCE AND TECHNICAL MANUALS FOR EQUIPMENT.
6. PERFORM MINOR REPAIRS AND MODIFICATIONS TO VENTILATION AND HVAC SYSTEMS IN PLANT AND PUMPING FACILITIES.
7. USE A VARIETY OF MECHANICAL REPAIR EQUIPMENT SUCH AS A MACHINE LATHE, PIPE THREADING MACHINE, HAND GRINDERS, DRILLS, TAPES VOLTAGE METERS, ETC.
8. MAY OPERATE A CRANE, FORK-LIFT AND DUMP TRUCK.
9. OPERATE A PC AND ASSOCIATE COMPUTER PROGRAMS.

**SUPPLEMENTAL FUNCTIONS**

1. USE AND MAINTAIN SELF CONTAINED BREATHING APPARATUS FOR THE PERFORMANCE OF CONFINED SPACE ENTRY DUTIES.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. ADHERE TO SAFE WORK PRACTICES AND PROCEDURES.

**PREFERRED KNOWLEDGE**

COMPUTERS AND SUPPORTING WEB-BROWSING AND ON-LINE INSTRUCTION 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  
BASIC 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  
LEARN TO 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.