

Water Authority Position Description

UTILITY MAINT MECHANIC TECH

Status	Position Code	Level	Date
APPROVED	UMMT	O20	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 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 TECHNICIAN LEARNS TO PERFORM ROUTINE CORRECTIVE/PREVENTIVE MAINTENANCE ON WATER/WASTEWATER EQUIPMENT. LEARNS TO 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 ONE AND ONE-HALF (1.5) 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. THIS POSITION REQUIRES THE FOLLOWING MINIMUM WORK KEYS SCORES: READING FOR INFORMATION (5); LOCATING INFORMATION (3); APPLIED TECHNOLOGY (3).

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 CERTIFICATE OF CPR
 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 IMMEDIATE SUPERVISION FROM HIGHER LEVEL SUPERVISOR OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. PARTICIPATE IN CLASSROOM, ON-LINE AND ON-THE-JOB TRAINING.
2. LEARN TO 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.
3. LEARN TO OPERATE, LUBRICATE, OVERHAUL OR REPAIR VARIOUS PIECES OF PUMPS, CONVEYOR BELTS, ENGINES AND MACHINERY.
4. LEARN TO 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 MAINTENANCE 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.

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 SOFTWARE
BASIC OPERATIONS, SERVICES AND ACTIVITIES, OF A WATER/WASTEWATER TREATMENT PLANT AND RELATED PUMPING FACILITIES
BASIC METHODS AND TECHNIQUES OF CORRECTIVE/PREVENTIVE MAINTENANCE AND REPAIR
SAFE WORK PRACTICES RELATIVE TO ASSIGNED AREA

PREFERRED SKILL/ABILITY

LEARN TO PERFORM CORRECTIVE/PREVENTIVE MAINTENANCE OF WATER/WASTEWATER TREATMENT PLANT EQUIPMENT AND PUMPING MECHANISMS
READ, UNDERSTAND AND INTERPRET BLUEPRINTS AND MANUALS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
PERFORM A VARIETY OF MANUAL LABOR IN ADVERSE WORKING CONDITIONS
LEARN TO 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