

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Water and Wastewater Facilities Mechanic</b>
<b>Class Code Number</b>	<b>5150</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>August 2011</b>

### General Statement of Duties

Plans and coordinates major maintenance projects, manages the preventative maintenance program, and supervises maintenance of all equipment in the Wastewater Treatment Plant, lift stations and Water Treatment Plants (W/WW Facilities); performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to direct all maintenance of and improvements in W/WW Facility equipment, keeping all wastewater, water and related operations in a working order. The work is performed under the direct supervision of the Environmental Superintendent but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, outside contractors and the public. The principal duties of this class are performed in wastewater treatment plant and in an outdoor environment which may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

- Direct the maintenance program and all maintenance of W/WW Facility mechanical equipment;
- Supervises maintenance related work of assigned WWFO(s), Water Dept. personnel and/or temporary employees;
- Performs maintenance on W/WW Facility equipment;
- Performs rehabilitation and or replacement of W/WW Facility equipment, including many types of pumps, rotating & stationary screens, grinders, grit separators, clarifiers, belt filter presses, blowers, chlorination and related chemical treatments, control systems and high pressure vacuum cleaners;
- Maintains records required by OSHA of maintenance supplies, equipment and facilities;
- Maintains records of all maintenance activities on W/WW equipment and inventory control of spare parts and maintenance supplies utilizing computerized maintenance program (currently OPS);
- Prepares monthly written maintenance reports for the Environmental Superintendent and regulatory agencies;

- Selects and recommends purchase of spare/replacement equipment and parts – has major influence on capital budget requests;
- Inspects sewer lines and manholes to approve new installations and/or recommend rehabilitation/replacement;
- Fabricates and modifies pump and motor stands and related support equipment;
- Performs equipment inspections at scheduled intervals to detect the possibility of malfunctions;
- Ensures operations run with minimal downtime;
- Works community household hazardous waste collection events as required;
- Operates all equipment used in wastewater treatment, including pumps, screens, grinders, grit separators, clarifiers, belt filter presses, blowers, chlorination and related chemical treatments, control systems, high pressure vacuum cleaners, closed circuit television equipment and computer equipment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of standard operating procedures involved in the maintenance and repair of equipment used in the water and wastewater industry;
- Thorough experience installing mechanical seals on vertical and horizontal pumps;
- Good knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water and wastewater treatment, operational maintenance and repair;
- Good knowledge of safety regulations, protocols, principles, practices and procedures;
- Skill in the operation of tools and machinery used in water and wastewater treatment operations, including welding, lathe, saws, mechanical seals and other related equipment;
- Ability to read and interpret operational procedures, electronic schematics, chemical and gas formulas and warnings, blueprints and plans;
- Ability to remain on call;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings, recommendations and cost estimates;
- Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks (e.g. preventative maintenance/inventory control program - OPS);
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from high school or possession of a GED, preferably supplemented by formal training in welding, equipment maintenance and maintenance planning/supervision (journeyman millwright is advantageous); and
- Considerable experience in water/wastewater treatment processes and maintenance; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

- Ability to obtain a State of Alaska level I Wastewater Certification (Treatment or Collections) within two (2) years of employment and a level II WWT or WWC Certification within four (4) years of employment .

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to operate W/WW Facility equipment and tools used in maintenance of W/WW equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate controllers and tools used in the installation, maintenance and repair of pumps and W/WW facility equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb, enter and exit confined spaces, manipulate equipment and adhere to safety protocols in the inspection, operation and repair of W/WW facilities and equipment.

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