

CITY OF HELENA



Position Title: WW Plant Mechanic/Operator **Department:** Public Works

Position #: 13206 **Grade:** *130-140

EEO Category: (08) Service Maintenance **FLSA:** Non-exempt

EEO Function: (12) Sanitation & Sewage **Work Comp Code:** 9410

*May participate in the Water/Wastewater Advancement policy. Placement in grade dependent upon certification acquired.

DEFINITION

Under general supervision, to perform a variety of skilled electrical and mechanical work in the installation, alteration, maintenance and repair of electrical, mechanical, and hydraulic systems, equipment, and fixtures in the wastewater treatment facility.

SUPERVISION RECEIVED

Supervised by the Wastewater Treatment Plant Supervisor

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Diagnose, maintain, and repair wastewater treatment systems, electrical, mechanical, and hydraulic systems, equipment, and fixtures by performing a variety of skilled electrical, mechanical, and hydraulic repair work.

Maintain all equipment within the wastewater facility and lift stations including rag removal, grit removal, primary clarifiers, secondary pump station, bioreactor, secondary clarifiers, ultra violet disinfection, two-stage anaerobic digesters, belt filter press, engine generator, sludge pumping, flow measurement, samplers, and non-potable water pump station.

Inspect, diagnose and perform major and minor repair work on motors, engines, pumps, drive units, and other treatment plant fixtures and appliances; change bearings, seals, sleeves, and packing impellers; change plugs, oil, filters, starters, alternators, belts, gaskets, drive shafts, and related items.

Maintain wastewater movement machinery; grease gear boxes, couplings, and chain idlers; adjust chain tension.

Perform journey level electrical work including the testing, location and repair of electrical systems; install plant related conduits, wires, relays, pull boxes, switch boards and switches required in making additions, extensions or alterations in electrical system.

Adjust equipment parameters to maintain plant performance in accordance with plant objectives as determined by the Wastewater Treatment Plant Supervisor.

Read and interpret sketches, diagrams and blueprints.

Monitor and maintain preventive maintenance records and logs; maintain records and logs of work performed.

Provide back up for bio-solids land application operations as needed.

Fabricate and modify parts and equipment as required using gas and arc welding methods.

Requisition materials and supplies.

Assist in all general maintenance activities at the plant as required.

OTHER JOB RELATED DUTIES

Perform Wastewater Plant Operator duties.

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Standard practices, materials, tools and equipment used in the mechanical, hydraulic, and electrical repair of minor and major mechanical equipment systems.

Principles, theory, and standard practice of several maintenance trades as they apply to maintenance and repair of structures, machinery, and equipment.

Wastewater treatment plant functions.

Pump and motor design and operating principles.

Occupational hazards and standard safety practices necessary in the maintenance and repair of wastewater treatment facilities.

Operating characteristics of heavy equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Operate a variety of maintenance and repair tools and equipment in a safe and effective manner.

Operate a motor vehicle safely.

Ability to:

Learn City policies, procedures and codes related to the maintenance and repair of wastewater treatment facilities.

Perform skilled repairs of electrical, mechanical, and hydraulic equipment used in wastewater treatment and collection systems.

Work with high voltage equipment and machinery.

Locate and adjust defects in electrical, hydraulic, and mechanical systems and equipment.

Use and care for tools and equipment of the electrical trade.

Ability to cont.:

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and maintain accurate and complete records.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands/ Work Environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience involving skilled mechanical or electrical maintenance on major equipment and systems.

Training:

Equivalent to the completion of the twelfth grade supplemented by additional electrical or mechanical specialized technical training.

License or Certificate:

Possession of a valid MT commercial driver's license with tanker endorsement.

Possession of a Low Pressure Boiler License issued by the State of Montana.

Possession of, or ability to obtain within 12 months of hire a Class I Wastewater Plant Operator Certificate, issued by the State of Montana, is desirable.

Special Requirements:

Subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: November, 2001

Updated: December, 2009