

Job Description

Decatur Utilities

Job Title: Maintenance Mechanic
Work Group: Water or Wastewater Treatment Plant
Reports To: Maintenance Supervisor
FLSA Status: Non-Exemp

Residency Required: No
Work Location: Water/Wastewater Plant - WTP/WWTP
Last Revision: June 2012

SUMMARY

Repairs and maintains machinery and mechanical equipment such as pumps of all types and design, engines, electric motors, valves, piping, electronic controls and chemical feed systems at the water/wastewater treatment plant facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.

- Performs maintenance and preventive maintenance on all water and wastewater equipment in a manner to insure safe and efficient use of personnel, materials, supplies and equipment.
- Keeps a daily log of work inspection and maintenance activities.
- Reads and interprets manufacturer's instructions, blueprints and engineering drawings.
- Inspects and monitors all water and wastewater pumping stations to insure proper operation.
- Assists Maintenance Supervisor in developing quality standards for plants and pumping stations maintenance.
- Recommends changes in methods and procedures, investigates equipment failures and diagnoses maintenance problems.
- Provides a daily check on all plant and pumping station equipment.
- Performs or assists in preventive and corrective maintenance on vehicles and mowing equipment.
- Verifies and is responsible for the proper storage of all incoming shipments of plant equipment.
- Maintains all hand tools and keeps maintenance shop equipment clean and in good working order.
- Maintains plant maintenance areas in a clean, neat and orderly manner.
- May assist in plant operations in absence of Plant Operators as directed or during emergency situations.
- May provide training and lead direction to Plant Crewman or others where needed to perform assigned duties.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School diploma or GED and 4-6 years additional relevant work-related experience.

COMMUNICATION SKILLS

Ability to read, interpret and comprehend documents such as safety rules, operating and maintenance instructions, drawings and procedure manuals. Ability to write routine reports and short correspondence including completing reports and recording data. Ability to interact and effectively communicate with supervisors, co-workers, customers and public groups.

COMPUTER SKILLS

Ability to use Microsoft Office Suite (Microsoft Outlook, Word & Excel) as required to perform job tasks. This includes using software applications for email, word processing, preventive maintenance database tracking and spreadsheet applications and using Internet Explorer to navigate online Employee Self Serve webpage for personal payroll, benefit and employee information. Field employees may be required to use a laptop or other mobile device to complete service tickets, work orders and lookup GIS information.

MATHEMATICAL SKILLS

Ability to perform and/or solve mathematical calculations and problems. Ability to perform these concepts using basic high school mathematics such as addition, subtraction, multiplication, division, fractions, ratios, percentages, time, distance, weight measurement, plane and solid geometry and trigonometry.

REASONING/COMPLEXITY

Ability to use substantial judgment and analytic ability to carry out instructions furnished in written, oral or diagram form to perform routine and complex calculations, solve problems and organize information for reports.

PHYSICAL DEMANDS

Regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear. Required to regularly lift and/or move up to 50 pounds. Specific vision abilities include close vision and distance vision.

WORK ENVIRONMENT

Regularly works around electricity, energized equipment, moving mechanical parts and water and/or wastewater chemicals, some of which may be hazardous. Frequently exposed to outside weather conditions, including wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, TRAINING

Alabama Water or Wastewater Grade I Certification must be obtained within 18 months of accepting position; valid Alabama Driver's License with Class B CDL; CPR/First Aid Certification; Customer Service Skills and applicable safety training.

OTHER REQUIREMENTS

Available to work scheduled and unscheduled times to accommodate customer demands and emergency situations, including evenings, weekends, holidays or shift work; subject to random DOT drug and alcohol testing and driver's license checks according to DU policies; wear DU provided uniforms and maintain neat and clean appearance for meeting public; and perform all job tasks in a safe and professional manner.

Approved By: Tom Cleveland	Date: 6.13.12
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