

WASTEWATER TREATMENT PLANT HEAD MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs both supervisory and hands on work involving the performance of skilled mechanical work in the repair, maintenance and fabrication of electronic, pneumatic and mechanical equipment in a Wastewater Treatment Plant. The incumbent performs in accordance with the practices involved in the preventative maintenance of sewage treatment plant equipment including pumps and motors. The work is performed under the direct supervision of the Chief Wastewater Treatment Plant Operator with a wide leeway allowed for the use of independent judgment in carrying out the details of work. Supervision is exercised over the Wastewater Treatment Plant Mechanics and Laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the repairs and maintenance of electronic, pneumatic and mechanical equipment in the wastewater treatment plant;

Analyzes technical problems with equipment operation and fabricates solutions whenever possible;

Monitors and repairs motors, pumps, piping and equipment as well as develops and maintains preventative maintenance schedules;

Supervises and participates in the performance of machine shop functions such as welding, brazing, steam fitting and tool production;

Supervises and participates in the inspection and installation of the wastewater treatment plant electronic, pneumatic and mechanical equipment;

Supervises and participates in the operation and maintenance of automatic control systems;

Supervises, plans and inspects the work of Wastewater Treatment Plant Mechanics and laborers as well as trains them in maintenance and repair work;

Schedules and assigns work and shift duties;

Operates and rebuilds all shop equipment;

Maintains inventory of materials, parts and supplies and orders accordingly;

Participates in plant budget preparation;

Prepares a variety of reports related to the maintenance of a wastewater treatment plant;

Keeps accurate records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of practices, tools, terminology and safety procedures established for the maintenance and repairs of a Wastewater Treatment Plant;

Thorough knowledge of the operation, maintenance and repair of pumps and auxiliary equipment;

Good knowledge of the functions and practices of a wastewater treatment plant;

Skill in the use of tools and equipment used in maintenance, fabrication and repairs;

Skill in repairing mechanical equipment;

Ability to work from plans, specifications, diagrams and rough sketches;

Ability to communicate effectively both orally and in writing;

Ability to understand and carry out written and oral instructions;

Ability to work under restricted space and adverse weather conditions;

Ability to plan, assign and supervise the work of others;

Ability to operate a personal computer to review and maintain equipment maintenance activity as well as material/supply inventory;

Ability to order maintenance materials/supplies while following departmental guidelines;

Ability to prepare and maintain a variety of records and reports;

Good communication skills;

Mechanical aptitude;

Manual dexterity;

Dependability.

MINIMUM QUALIFICATIONS:

Four years of experience in the maintenance and/or operation of wastewater treatment plant equipment or similar pneumatic, hydraulic or electrical equipment and controls.

SPECIAL REQUIREMENT WITHIN 1 YEAR OF APPOINTMENT: Possession of the appropriate level Commercial Driver's License (CDL).

NOTE: Incumbents in this position may be required to be on call/respond to emergencies on weekends, evenings and holidays.