



LITTLE BLUE VALLEY SEWER DISTRICT POSITION DESCRIPTION

JOB TITLE: Mechanical Maintenance Technician **PREPARED BY:** K. Best
DEPARTMENT: Maintenance **APPROVED BY:** J. Shook
REPORTS TO: Mechanical Maintenance Supervisor **EFFECTIVE:** September 2019
FLSA STATUS: Non-Exempt
BARGAINING UNIT: No Yes

SUMMARY

Responsible for mechanical maintenance to include the following tasks: preventive/predictive maintenance, problem solving, corrective maintenance repairs, equipment installation, and a variety of technical tasks relative to assigned areas of responsibility. This position reports to the Atherton Plant, but work sites include all District facilities.

This is a full-time position, and its work days and hours are Monday – Friday, 6:30 a.m. to 2:30 p.m.

SUPERVISORY RESPONSIBILITIES

This position has has no supervisory responsibilities.

Position could work as out-of-position supervisor, as set forth under the terms of MOU.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- I. Corrective Maintenance Activities** **60% of Time**
- A. Use District work order system to identify work activities, record time and expenses connected to the solution and to record corrective actions for future reference
 - B. Execute work in a safe manner following LOTO (lockout/tagout) procedures, manufacturer's instructions, applicable codes and O&M manuals.
 - C. Analyze problems, investigate probable factors, confirm cause, implement solution and restore proper function.
 - D. Recognize and utilize available resources to assist with and confirm corrective actions, such resources including vendors, suppliers, contractors, record drawings, O & M manuals and so forth.
 - E. Coordinate all work with responsible Department(s) (Operations, etc.), both when taking systems offline for corrections and when restoring systems to service. Once repairs are deemed complete, the affected department(s) shall be notified with the corrective work being tested in the presence of all parties to validate that the corrective efforts are successful.

- F. Confirm that all parts, materials, clearances and consumables necessary to properly complete the work are on-hand to the greatest extent feasible. If system is inoperative and parts are on order, complete all preemptive work immediately to minimize repair time once parts arrive. Record parts use on work orders plus directly inform parts inventory specialist when work uses the last item in any parts bin to ensure prompt reorders.
- G. Work with appropriate outside or internal sources to diagnose and correct mechanical problem(s); assuring for safety, accuracy and timeliness.
- H. Track all maintenance activities using the District's preventive maintenance software, with the current problem, correction and utilized resources (employee time, parts, supplies, etc.) being entered on the completed work order.

II. Preventive/Predictive Activities

30% of Time

- A. Perform preventative and predictive maintenance on District equipment, systems and infrastructure in accordance with Computerized Maintenance Management System, work order instructions, equipment operation and maintenance manuals and directions. Use work orders to record problems and resolutions.
- B. Execute work in a safe manner following LOTO (lockout/tagout) procedures, manufacturer's instructions, applicable codes and O&M manuals.
- C. Coordinate all work with responsible Department(s) (Operations, etc.), both when taking systems offline for corrections and when restoring systems to service. Once repairs are deemed complete, the affected department(s) shall be notified with the corrective work being tested in the presence of all parties to validate that the corrective efforts are successful.
- D. Properly complete preventative maintenance on mechanical systems, equipment and controls following work order procedures and operation and maintenance manuals. Critically evaluate the preventative maintenance work order elements with respect to the observed equipment and record any shortcomings, oversights or deficiencies as part of the work order completion comments.
- E. Track all preventive and predictive maintenance activities using the District's preventive maintenance software, with the current problem, correction and utilized resources (employee time, parts, supplies, etc.) being entered on the completed work order.

III. Miscellaneous Activities

10% of Time

- A. Perform, or assist with other duties, tasks, activities and work as assigned by the Supervisor.
- B. Assist with ancillary work when appropriate including electrical, testing, switching, operating, maintaining, measuring, monitoring, analyzing, reporting, work administration, parts inventories, and other activities related to District facilities.
- C. Participate in various training and coordination meetings including vendor presentations, equipment operation instruction, technical seminars, and other personal development and knowledge growth.

REQUIRED TO

Hold and maintain a valid driver's license, or CDL, and a driving record satisfactory to the District's insurance company.

The CDL-Class B is not required initially but may be required at such time it is needed to perform essential functions. The District will bear the costs associated with obtaining and/or maintaining a CDL license.

Pass the required pre-employment physical examination with alcohol and drug screening as an initial condition of employment. Once employed, pass random/reasonable suspicion/post-accident alcohol and drug testing as a condition of employment.

Be available to work extended hours (early arrival and/or late departures) when critical systems are inoperable and require continuing efforts. For emergencies that arise after-hours, be available for call-in to assist with problem resolution, both on nights and weekends. The call-in order shall be as set forth in District procedures and the Memorandum of Understanding; however, it is to be recognized that mechanics are required to work overtime on a scheduled and unscheduled basis.

KNOWLEDGE AND SKILLS

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the District.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percent, and draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION &/OR EXPERIENCE

- Possess education equivalent to completion of the 12th grade plus a certification of completion from an approved secondary education institution with an industrial maintenance major or emphasis. The advanced education may be from a technical college, a university or other educational facility. Individuals with documented industrial mechanical maintenance experience, or other evidence of their abilities may be allowed to substitute relevant work experience for formal education; however, preference shall be given to applicants with formal training.
- Experience or proficiency with hand and power tools, hydraulic and pneumatic equipment, plumbing, pipe fitting, welding-acetylene gas, arc, and mig; precision measuring, acetylene torches, reading and interpreting blue prints, schematics, and repair manuals.
- Experience with general machine shop equipment and proper hoisting and rigging practices. Knowledge of pumps, chemical feed equipment, valves, blowers, compressors, boilers, including bearings, seals, shafts, shaft alignment, impellers, packing, wear rings, rotors and gear boxes.

- Individuals lacking formal training or credible work experience (3 or more years) in the industrial mechanical maintenance field shall not meet the minimum qualifications for this position.
- Minimum education and experience criteria cannot be satisfied through on-the-job training as this is not an apprenticeship position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud to very loud.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration; will occasionally be required to work overtime/extended hours; will occasionally be exposed to weather and temperature extremes.

PHYSICAL EFFORT

The physical demands described here are representative of those that employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

NOTE:

Conducts all functions and activities with attention to safety for self and others.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

Employees will be required to follow any other job-related instructions and to perform any job-related duties requested by their supervisor; subject to reasonable accommodations.