



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	ASSISTANT PLANT MAINTENANCE MECHANIC		
Department:	Public Works		
Supervisor:	Public works Supervision Structure		
Date:	April 2016	Position No.	PW/20
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for assisting with the maintenance and repair of wastewater infrastructure and related equipment necessary to operate three (3) wastewater treatment plants, related lift stations, a compost site and all equipment within Water Pollution Control. This position reports directly to the plant maintenance mechanic who has overall responsibility for the mechanical operation of wastewater treatment plants for the City.

Job Scope:

The purpose of this position is to assist the plant maintenance mechanic with maintaining water pollution control pumps and equipment. Successful performance helps ensure the safe and efficient operation of the City's wastewater treatment system.

Essential Duties and Responsibilities:

1. Services and maintains wastewater treatment plants, lift stations and compost equipment used in or in support of the water pollution control process.
2. Assists in ensuring operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, and machines used in the treatment of wastewater; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; and troubleshooting malfunctions.
3. Locates sources of problems by observing mechanical devices in operation; listening for problems and through use of precision measuring and testing instruments.
4. Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts.
5. Assists in controlling downtime by informing treatment facility operators of routine preventive maintenance techniques and subsequent monitoring for compliance.
6. Maintains lift stations.

7. Repairs, rebuilds or replaces mechanical equipment, electrical equipment, outdoor lighting, lift station and compost equipment.
8. Welds and solders pipes and other equipment.
9. Repairs, rebuilds or replaces hydraulic equipment and pumps.
10. Repairs, rebuilds or replaces pneumatic equipment.
11. Maintains records on pumps, wells and motors.
12. Makes Plant Maintenance Mechanic aware of need for parts and supplies and may assist in ordering materials.
13. Performs plumbing repairs.
14. Welds and fabricates parts and equipment.
15. Maintains records of breakdowns, repairs and maintenance performed.
16. Coordinates work with other crews and department personnel.
17. Available for call out as required during the entire year. May be assigned to be on-call at least one week per month.
18. Abides by the established safety program including the use of lockout tag out procedures.
19. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
20. Answers the phone and provides information.
21. Contributes to team effort by accomplishing related results as needed.
22. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 2 years mechanic or maintenance experience
3. Certifications preferred in hydraulics, pneumatics, electrical, plumbing

4. Obtain a Class B driver's license certification with airbrake endorsement within six months of employment.
5. Missouri driver's license.
6. Must successfully complete a pre-employment drug screen and agree to be subject to on-going random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of repair and maintenance techniques for pumps, valves, gear boxes, and motors.
2. Knowledge of lift station pumping operations.
3. Knowledge of water pollution control systems.
4. Knowledge of general mechanical, hydraulic, pneumatic, and electrical operations and systems.
5. Knowledge of department policies and procedures.
6. Skill in reading blueprints and schematic drawings.
7. Skill in using a welder and torch.
8. Skill in maintaining records.
9. Skill in repairing and maintaining pumps.
10. Skill in utilizing various hand and power tools.
11. Skill in oral and written communication.
12. Knowledge of basic safety procedures including lockout tag out.

Guidelines:

1. City ordinances.
2. Building and electrical codes.
3. Department policies and procedures, and supervisory instructions.
4. Guidelines require judgment, selection, and interpretation in application .

Complexity:

The work consists of related duties in the maintenance and repair of mechanical and electrical equipment. Confined work spaces and exposure to raw sewage contribute to the complexity of the work.

Principal Working Relationships:

1. Plant maintenance mechanic.
2. Co-workers, other city employees.
3. Vendors, contractors, utility workers, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

In the absence of the Plant Maintenance Mechanic, the position is responsible for ensuring that the maintenance programs for water pollution control, compost facility and lift stations are operational. May also be responsible for spare parts inventory.

Physical Demands:

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

Employee must be physically able to operate a variety of machines, tools, and equipment which may include motor vehicles, computers, power tools, and mechanical hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of moderate to heavy work.

Work Environment:

The work is typically performed in an office, a waste water treatment plant or outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, and other gear.