

Facilities Maintenance Mechanic Manager (*Utilities*)

Dept/Div: Public Utilities/N/A

FLSA Status: *Non-Exempt*

General Definition of Work

Performs industrial skilled trades work installing, maintaining, and repairing specialized machinery and equipment in water and wastewater treatment plants, adjusting equipment to ensure optimum operation, preparing and maintaining maintenance and repair records, and related work as apparent or assigned. Must have a general knowledge of how the facilities treat water & wastewater. Must have the ability to read and understand engineer designed drawing and inspect and oversee the day-to-day activities of contractors installing the engineered designed drawings. Work is performed under the limited supervision of the Public Services Manager.

Qualification Requirements

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

Essential Functions

Makes tours of plant and ensures all mechanical equipment is operating properly; establishes maintenance schedules; adjusts, repairs, and replaces parts.

Inspects, maintains, and repairs equipment and facilities including well, lift stations, tanks, and pumps; operates service pumps; recommends necessary repairs.

Performs preventive maintenance such as checking and lubricating bearings and gear boxes, checking and replacing filters, checking packing temperatures, maintaining pump valves, blowers, screens, generators, etc.

Installs, repairs, replaces, and maintains pumping controls, checks valves, water blow offs, wiring, magnetic starter contacts, electrodes, heaters, fans, alarms, piping, control relays, switches, motors, compressors, tanks, float control and various other pumps.

Installs and repairs electrical units; mounts conduits and wiring into power source.

Maintains, repairs, installs, and troubleshoots electrical and mechanical equipment; repairs and maintains generators.

Performs welding and fabrication of parts; uses hand, bench, and machine tools in the repair and maintenance of pumps, motors, valves, and other plant machinery and equipment.

Prepares and maintains inspection, maintenance, and repair records.

Maintains and repairs building HVAC systems; performs a variety of plumbing repairs.

Installs and/or makes major repairs to engines, pumps, controls, and compressors; performs repairs on motors used for pumping.

Cleans sediment tanks and ponds; loads and hauls sludge; dredges creek; assists with sediment basin cleaning; maintains water tanks, pump stations, springs and spring lines, and raw river intake; builds remediation ponds.

Operates medium and heavy equipment including dump truck, loaders, excavators, backhoe, vac truck, water tanker truck, etc.; cleans and maintains equipment and vehicles; checks fuel and fluid levels; checks tire pressures.

Inspect capital improvement projects and oversee and review all new engineering designs for rehabilitation of all facilities and make suggestions and recommendations to engineers on all planned engineering for the projects

Must be able to troubleshoot and correct problems with single phase and double phase electrical 120 volts to 480 volts. Also be able to troubleshoot and repair 4-20ma equipment that is tied to most of the Town's Supervisory Control and Data Acquisition (SCADA) Instrumentation.

Knowledge, Skills and Abilities

Advanced knowledge of standard practices, methods, tools, and materials of the electrical and mechanical trades; general knowledge of welding and related mechanical trades operations; general knowledge of the installation, repair, and maintenance of the mechanical, hydraulic, and electrical components of pump stations and water and wastewater treatment plant equipment; general knowledge of the occupational hazards and necessary safety precautions of the work; skill in the use and care of the tools of the trade; ability to determine improper operation of pump station and treatment plant equipment, and to take proper remedial action; ability to work from sketches or blueprints; ability to carry out difficult oral and written instructions; ability to work under adverse conditions; ability to establish and maintain effective working relationships with associates, contractors, and the general public.

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Education and Experience

High school diploma or GED and moderate experience in mechanical maintenance work in a water and/or wastewater treatment plant, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions, frequently requires walking, sitting, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires climbing or balancing, tasting or smelling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid commercial driver's license in the Commonwealth of Virginia, Class "B" with tanker endorsement within one year of hire. Preference of a Class "A" with tanker endorsement within two years of hire.
Obtain a valid Virginia Class V Waterworks Operator's License within two years of hire.
Obtain a valid Virginia Class IV Wastewater Works Operator's License within two years of hire.
Preference of Master or Journeyman Electrician, Plumber, and HVAC license.

Last Revised: 12/15/2021