

City of Dunedin, Florida
Class Description

JOB TITLE: Wastewater Maintenance Mechanic
Public Works & Utilities Department
Wastewater Division

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and semi-skilled work in the installation, maintenance and repair of plant and/or lift station equipment and electronic components. Provides leadership and limited supervision of assigned personnel. Performs related work as required. Reports to either the Wastewater Plant Superintendent or Collection System Superintendent, as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Installs equipment according to blueprints and specifications.

Tests and troubleshoots mechanical and electrical problems.

Inspects lift station equipment and structures, piping systems, electrical systems, manholes and treatment plant equipment and structures to determine operating condition and needed repairs.

Inspects motors and pumps for proper working condition and repairs/replaces components as needed.

Installs and maintains piping, valves, fans, compressors and exhaust systems.

Reviews and evaluates plans for new lift stations; tests new lift stations for proper operation.

Cleans and maintains holding tanks/lift stations.

Selects and orders materials and equipment for repairs and maintenance work; maintains inventory.

Performs welding and parts fabrication.

Conducts a preventive maintenance program for all plant and/or lift station system components.

Operates heavy equipment as required in the performance of daily tasks; equipment includes a boom truck, bobcat, forklift, trucks, etc.; uses other equipment and tools including pumps, welding tools, pressure cleaner, mechanic's tools, cutting torch, generator, calibration equipment, and various other hand and power tools.

Maintains assigned tools, equipment and machinery.

Provides leadership and supervision of assigned service workers; reviews work for completeness and accuracy.

Responds to emergencies as required; subject to call back.

Compiles data for and prepares a variety of required reports and records.

Attends meetings, workshops and training to enhance job knowledge and skills.

Changes and upgrades equipment.

ADDITIONAL JOB FUNCTIONS

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, typing reports and records, entering computer data, copying and filing documents, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with five years of experience in electrical or public wastewater collections lift stations/plant maintenance and repair.

An equivalent combination of training and experience which provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Requires certification as a class "B" Wastewater Collections Technician

Requires a valid class "B" Florida CDL.

Must possess a valid Florida driver's license.

May require additional certifications and training as deemed appropriate by supervisor.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are

required to stay on premises during a declared state of emergency, or as otherwise mandated. Responds to emergencies as required; subject to call back.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Wastewater Maintenance Mechanic. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of wastewater collection and treatment systems and their maintenance and repair, and other fields applicable to the requirements of the position. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to help coordinate division activities with others in order to accomplish goals and complete projects. Is able to provide effective leadership and supervision as assigned. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including pumps, motors, meters, hand and power tools, etc. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is skilled in making repairs and adjustments to equipment.

Verbal Aptitude: Requires the ability to use a wide variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations involving algebra and geometry; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned

objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Is able to take the initiative to complete the duties of the position without the need of direct supervision.

Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary.

ADA Compliance

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform skilled movements, as in mechanical repair work.

Sensory Requirements: Some tasks require visual, depth, texture, olfactory and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, disease/pathogens, electric currents, machinery hazards, traffic hazards, vibrations, noise extremes, and insect bites.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Public Works & Utilities Director / City Engineer

6/23/2020
Date