

**POSITION DESCRIPTION
CITY OF PLYMOUTH, INDIANA**

POSITION: Maintenance/Technician C
DEPARTMENT: Wastewater Treatment
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F, or as assigned
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: May 2017 **STATUS:** Full-time
DATE REVISED: February 2018 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Plymouth provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Maintenance/Technician C for the Wastewater Treatment Department, responsible for maintenance related work associated with the treatment plant and collection system.

DUTIES:

Performs various basic electrical installation and basic maintenance projects for the Utilities Department.

Completes work orders issued by Wastewater Assistant Superintendent or Maintenance Supervisor.

Assists in a variety of basic maintenance, repairs to lift stations and sewage treatment equipment, force mains, regulator structures, rebuilding and servicing lift stations, performing preventative maintenance, repair, and installation of pumps, valves, blowers, fans, controls, heaters, and motors.

Receives action requests for basic repairs and maintenance from Wastewater Assistant Superintendent or Maintenance Supervisor.

Provides information to supervisors to be included in records and files action requests, sewage treatment equipment maintenance and repairs, vehicle fuel consumption, vehicle and plant inspection.

Provides information to supervisors for ordering for equipment, cleaning and sewer maintenance materials.

Performs a variety of basic maintenance repairing appliances.

Wastewater/Maintenance Tech C

Performs vehicle inspections.

Assists in the removal of pumps and checks on lift stations, repairs if needed, and assists in trouble shooting problems on lift stations.

Assists in routine installation and repair of sewage plant facilities such as windows, doors, screens, and process equipment.

Drives and services department vehicles, shovels and plows snow, as required.

May serve as a sewage treatment plant operator.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED preferred, 2 years of experience in a related field.

At least 18 years of age.

Ability to comply with all employer and department policies and work rules, including passage of a written exam, medical exam, and drug test.

Ability to obtain and maintain a minimum certification of Class I Municipal State of Indiana Operators license as required.

Ability to learn how to make practical application of Department and OSHA safety policies and procedures, and ability to perform maintenance on a variety of plant equipment, including basic fabricating parts.

Basic knowledge of sewage treatment plant operations, functions, maintenance, repairs, and installation procedures for equipment and machinery.

Ability to use hand and/or power tools such as, hammers, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, driver, ratchet, calipers, files, mop, gauges, and steam cleaner.

Ability to use machinery/equipment such as, fork lift, overhead crane, pressure washer, sand blaster, grinder, drill press, cutting torch, and welding equipment.

Ability to work alone with minimum supervision, under pressure, and work on several tasks at the same time.

Ability to read/carry out simple written instructions and apply knowledge of people and locations.

Ability to follow assigned work projects and compute/calculate, such as project material needs, square feet, and unit price.

Ability to work rapidly for long periods, and understand and carry out oral instructions.

Ability to use and knowledge of information sources such as, equipment manuals.

Knowledge of State and Departmental safety regulations and work rules.

Knowledge of and ability to use various sewage treatment plant equipment and tools.

Ability to use various electrical equipment and hand tools and measuring devices such as volt, OHM and AMP meters.

Ability to instruct the work of subordinate employees.

Possession of a valid Indiana Driver's license and ability to obtain and maintain a Class A Commercial Driver's License (CDL) as required.

II. RESPONSIBILITY:

Incumbent's priorities and schedules are primarily determined by the Maintenance Supervisor. Incumbent follows standard operating procedures or policy and procedural manuals and must have supervisor's permission to deviate from standard operating procedures. Some flexibility on the job.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments and the public for the purpose of exchanging information.

Incumbent reports directly to Maintenance Supervisor.

IV. PHYSICAL EFFORT:

Incumbent's duties involve sitting and walking at will, standing/walking for long periods, lifting up to 50 pounds, bending at the waist, close vision, handling/grasping objects, carrying objects, far vision, speaking clearly, fingering objects, crouching/kneeling, driving, and hearing sounds/communication.

V. WORKING CONDITIONS:

Incumbent performs duties outdoors, garage/shop, and trucks/heavy equipment involving working in icy/wet surroundings, responding to emergencies from off-duty status, working with

or near chemicals such as, polymer, acid, and chlorine, working near fumes, odors, dust, and dirt, working in a noisy environment from pumps and blowers, working in confined areas such as, wet wells, wearing protective clothing or equipment, such as boots and gloves, working in high places, such as ladders, roofs, and bucket trucks, and walking on uneven terrain.

Incumbent regularly responds to emergencies on 24-hr basis and serves on 24- hour call on rotation basis and occasionally work extended hours, evenings, and occasionally travels out of town, but not overnight

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Maintenance-Technician B for the Wastewater Treatment Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name