

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: May 2023

JOB TITLE: Maintenance Technician III

DEPARTMENT: Treatment Operations/Facilities Maintenance

REPORTS TO: Maintenance Supervisor

FLSA: Non-Exempt

CATEGORY: Essential

SUMMARY OF RESPONSIBILITIES:

Assists technicians in performance of their duties to gain knowledge and experience in mechanical and electrical procedures, applications, location, inspection, and maintenance of water and sewer lines and appurtenances, including field measurements. Assists technicians in repair and replacement of infrastructure water distribution and wastewater collection system; does related work as required. Work is performed under the immediate supervision of the Maintenance Supervisor or other designee. Individual tasks may also be performed under direction of a Maintenance Technician serving as a crew leader.

ESSENTIAL JOB FUNCTIONS:

1. Assist in all aspects of equipment repair, installation, replacement and preventive maintenance.
2. Perform basic pump or pipeline repair.
3. Manually dig holes to expose underground utilities.
4. Clear brush along fence lines and facilities.
5. Coordinate with water and wastewater departments to address O&M problems.
6. Inspect, coordinate clean-up response, and report all facility related sanitary sewer overflows.
7. Assist Engineering with facility deficiency evaluations, capital or maintenance problems.
8. Maintain maintenance tools and equipment.
9. Maintain a clean work vehicle and work areas.

10. Perform general housekeeping and other building and grounds tasks as assigned.
11. Operate heavy equipment, including loaders, excavators, backhoes, etc.
12. Maintain records and inventory of spare parts.
13. Complete purchase and work orders and submit tickets promptly.
14. Perform on-call responsibilities.
15. Perform tasks with a team-oriented attitude.
16. Perform snow removal duties on an alternate schedule as needed.
17. Perform duties in accordance with all local, state and federal laws, rules and guidelines.
18. Perform duties and tasks in an environmental friendly manner following EMS guidelines.
19. Must demonstrate proficiency in at least four of the following: basic welding, basic carpentry, troubleshooting minor electrical problems, advanced pump overhaul and repair, basic plumbing, and reading blueprints.
20. Maintain effective working relationships with staff, general public, vendors, contractors, and customers.
21. Follow procedures and properly respond to complaints.
22. Be knowledgeable of and adhere to personnel and safety policies and practices.
23. Must observe and adhere to all safety rules and regulations.
24. Must be willing to respond to emergency conditions during off hours and work occasional overtime and a rotating on call schedule.
25. Perform other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

High school diploma or general education degree (GED). Education and/or experience to equal the successful course work completion or demonstrated proficiency of the above Essential Job Functions with a minimum of two (2) years of work experience in a related maintenance field. Must possess or be able to obtain a valid Class A CDL Virginia Driver's License with combination vehicle and airbrake endorsement within twelve months of employment. Must obtain a flagman certification.

KNOWLEDGEAND SKILLS:

1. Ability to read and comprehend simple instructions, short correspondence, memos and safety manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees or vendors.

2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry.
3. Ability to apply good judgement and understanding to carry out detailed but uninvolved written or oral instructions. Ability to handle problems involving a few concrete variables in standardized situations.
4. Ability to operate small office equipment, including copy machines or multi-line telephone systems. Ability to operate computers for data entry, accounting purposes, and utilize Microsoft Word.
5. Ability to operate and repair small/light equipment, such as power tools. Ability to operate and repair medium equipment and machinery (ex. commercial mowers.) Ability to repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plant systems.

WORKING CONDITIONS:

1. Frequent standing, walking, reaching, climbing, and driving.
2. Occasional stooping, kneeling, crouching, crawling, balancing, and sitting.
3. Must be able to frequently lift and/or move up to 25 pounds without assistance. Must be able to occasionally lift and/or move up to 100 pounds with assistance.
4. Specific vision abilities required by this job include close vision, ability to distinguish color, peripheral vision, depth perception, and ability to adjust focus.
5. Must be able to conduct on-site inspections which require climbing ladders, stairs, and entering a confined space averaging 26 inches in diameter.
6. Frequent exposure to dust, fumes (chlorine, fluoride, and sulfur dioxide), noise, extreme heat/cold, uneven terrain, and heights. Have sense of smell to detect potential hazards.
7. Frequent exposure to moving mechanical parts.
8. Regularly work outside in various weather conditions.
9. Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. Ability to work alone or as a team member.
10. Must have a phone for accessibility.

EMPLOYMENT CONDITIONS:

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review

4. Annual driving record review
5. Subject to random drug and/or alcohol test

SAFETY REGULATIONS AND HAZARDS:

1. Must observe all Augusta Water safety rules and regulations and wear protective equipment as required (e.g., hearing protection, protective clothing, eye protection, gloves, safety shoes, seat belts etc.).
2. Must adhere to lock out/tag out procedure when working on equipment.
3. Must wear all applicable PPE and use proper electrical safety tools for electrical hazards worked on.
4. Must not enter any Confined Space without proper training.
5. Must be Fork Lift Certified.
6. Must be Flagger Certified.
7. Held accountable for safety and PPE use of all employees supervised.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE or APPLICANT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____