

AUGUSTA WATER

Job Description

DATE: May 2023

JOB TITLE: Maintenance Technician I

DEPARTMENT: Treatment Operations/Facilities Manager

REPORTS TO: Maintenance Supervisor

FLSA: Non-Exempt

CATEGORY: Essential

SUMMARY OF RESPONSIBILITIES:

Performs difficult mechanical and electrical repairs, installation, and replacement of equipment and systems. Instructs technicians on difficult repairs and troubleshoots procedures. Performs assigned tasks and related work as required. Work is performed under the supervision of the Maintenance Supervisor or other designee. May supervise subordinate personnel.

ESSENTIAL JOB FUNCTIONS:

1. Perform and instruct advanced level mechanical and/or electrical repairs, replacement and overhaul of equipment and systems.
2. Inspect and oversee outside contractors/vendors when performing work for Augusta Water.
3. Define and perform preventive maintenance tasks as assigned.
4. Perform basic and advanced plumbing.
5. Perform basic welding, electrical tasks, and carpentry.
6. Perform rigging.
7. Maintain maintenance tools and equipment.
8. Maintain work area and assigned vehicle in a clean and orderly manner.
9. Maintain records and inventory of spare parts.
10. Complete purchase and work orders and submit tickets promptly.
11. Install new equipment.
12. Install and maintain industrial drive components.
13. Use available technology for troubleshooting and determining maintenance needs.

14. Perform general housekeeping of other buildings and grounds as assigned.
15. Perform on-call responsibilities.
16. Operate heavy equipment including skid steer loaders, back hoes, mini excavators, excavators, fork lifts, and dump trucks.
17. Troubleshoot, repair, engineer, build control panels and install Variable Frequency Drive (VFD), soft starters, motor starters, and all types of electrical control panels.
18. Troubleshoot, repair and install electric valve actuators.
19. Create PowerPoint presentations for electrical troubleshooting training and safety with handouts. Write standard operating procedures for equipment.
20. Train and mentor subordinate technicians on electrical troubleshooting and repair.
21. Troubleshoot repairs, install and program instrumentation equipment (i.e. PLCs, flow meters, transducers, and level sensors.)
22. Perform tasks with a team-oriented attitude.
23. Perform snow removal duties on an alternate schedule as needed.
24. Perform basic and advanced pump overhaul and repair.
25. Perform duties in accordance with all local, state and federal laws, rules and guidelines.
26. Perform duties and tasks in an environmentally friendly manner following EMS guidelines.
27. Must demonstrate proficiency in at least six of the following: basic welding, advanced carpentry, troubleshooting intermediate level electrical problems (including soldering electrical connections), operating the backhoe and other heavy equipment (i.e. during line maintenance inspections and repairs), basic plc programming and instrumentation trouble shooting, advanced pump overhaul and repair and industrial drive components.
28. Maintain effective working relationships with staff, general public, vendors, contractors, and customers.
29. Follow procedures and properly respond to complaints.
30. Be knowledgeable of and adhere to personnel and safety policies and practices.
31. Must observe and adhere to all safety rules and regulations.
32. Must be willing to respond to emergency conditions during off hours and work occasional overtime and a rotating on-call schedule.
33. Perform other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

High school diploma or general education degree (GED). Education and/or experience to equal successful course work completion or demonstrate proficiency of the above Essential Job Functions with a minimum of four (4) 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 possess a flagman certification and an Industrial Maintenance Journeyman's Certification. Must successfully complete Leadership Skill Training. Additional certifications that may be required based on department needs are: Certification in cross-connection and backflow prevention devices, gas meter calibration certification, trenching and shoring certification. Masters license in one of the trades (electrical, plumbing, etc.) or maintenance mechanic is preferred.

KNOWLEDGE AND SKILLS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, and safety manuals. Ability to write routine reports, correspondence, and maintain logs. Ability to speak effectively before a small group of employees. Ability to communicate effectively with vendors and the public.
2. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and ratio, calculate figures and amounts such as proportions, percentages, area, circumference, diameter and volume. Ability to apply concepts of basic algebra and geometry.
3. Ability to apply good judgement and understanding to carry out instructions in written, oral or diagram form (i.e. mechanical blueprints and electrical schematics). Ability to understand technical manuals for repairs and troubleshooting. Ability to handle problems involving several 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 operate and repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

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. Frequently exposed 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 a random drug and/or drug test

SAFETY REGULATIONS AND HAZARDS:

1. Must observe all Authority 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: _____