

**JOB DESCRIPTION**

**WTP MAINTENANCE TECHNICIAN**

**POSITION SUMMARY**

1. Water Treatment Plant Maintenance Technician performs industrial related maintenance duties to keep water treatment processes operational. This position will also perform facility maintenance duties in addition. Such duties to perform can include lubricating, performing readings, preventative maintenance activities, tear down, repairs, removal and re-installation activities, inspections, analyzing and performing predictive maintenance, recommending of purchasable items, assisting with capital planning, and assisting with potential costs for setting financial budgets.
	1. The overall expectation job duties, responsibilities, knowledge and competencies are further defined within the Association of Boards of Certification for Plant Maintenance Technologists for Need-to-Know Criteria.
2. Reports to the Water Treatment Plant Superintendent
3. The primary duties of work are performed indoors and outdoors; and may include working in adverse weather conditions.
4. Work may involve 24-hour availability during emergency situations. This will include overtime and call back situations as required.
5. Work in confined spaces and trench excavations as required.
6. Work will include extreme heights.
7. The job position summary, duties and responsibilities are not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies with this job. Performs other duties as assigned.

**DUTIES AND RESPONSIBILITIES**

* Operations & Maintenance
	+ 1A - Provides oversight that equipment is performing as designed.
	+ 1B - Performs preventive maintenance on equipment
	+ 1C - Performs corrective and predictive maintenance on equipment.
	+ 1D - Orders components and parts to replace or repair broken equipment
	+ 1E - Maintains records of inspections, permits, work orders, correspondence and related documentation.

**Department:** Public Utilities **Classification/FLSA:** Full Time, Non- Exempt

**Location:** Water Treatment Plant **Reports To:** Water Treatment Plant Superintendent

**Supervises:**  N/A **Salary Range:** $16.88 - $21.10

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 08/16/2019

**WTP MAINTENANCE TECHNICIAN continued**

**DUTIES AND RESPONSIBILITIES continued**

* 1F - Maintains records of inspections, permits, work orders, correspondence and related documentation.
* 1G - Performs acceptance tests on new mechanical equipment installations to ensure performance standards are met and recommends improvements where necessary.
* 1H - Inspects new equipment for conformance to design plans and specifications and makes recommendation on necessary modifications.
* 1I - Monitors the installation of mechanical systems and equipment to ensure compliance with city building codes and recommends changes, as required.
* 1J - Participates in compiling operational reports and related documentation and submits to various regulatory agencies.
* 1K - Prepares data for use in resource allocation and operational reports.
* Electrical and Instrumentation
	+ 2A - Performs work on and in conjunction with autodialers, on/off controls, programmable logic controllers (PLC), and Radio / Supervisory Control and Data Acquisition (SCADA)
	+ 2B - Performs work on Electrical Devices
	+ 2C - Performs work on instrumental controls.
	+ 2D - Performs work on electronic equipment including alarm set-points, programming, and trouble shooting.
* Math
	+ 3A - Performs necessary calculations related to; addition and subtraction, division and multiplication, basic algebra, basic geometry, the use of exponents, and graphing.
	+ 3B - Inspects mechanical systems and equipment using appropriate instrumentation and making engineering calculations to check efficiency and proper operation and documents findings
* Safety & Administration
	+ 4A - Is responsible for cross connection control for process applications
	+ 4B - Performs and maintains oversight over lock-out / tag-out.
	+ 4C - Maintains process equipment for zero unauthorized chemical releases.
	+ 4D - Work will include extreme heights (top of water towers).

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**POSITION COMPETENCIES**

* Operation and Maintenance
	+ 1A - Knowledge of Boilers
	+ 1B - Knowledge of Compressors / Blowers
	+ 1C - Knowledge of Heavy Equipment
	+ 1D - Knowledge of Pump Operations
	+ 1E - Knowledge of Pump Component

**POSITION COMPETENCIES continued**

* 1F - Knowledge of Valve Application
* 1G - Knowledge of Bearings and Bushings
* 1H - Knowledge of Drive Equipment
* 1I - Knowledge of Shafts
* 1J - Knowledge of Materials
* 1K - Knowledge of Tanks
* 1L - Knowledge of Tools
* 1M - Knowledge of Ancillary Crafts
* 1N - Knowledge of Piping
* 1O - Knowledge of Lubrication
* Electrical Instruments
	+ 2A - Knowledge of Electrical Devices
	+ 2B - Knowledge of Electrical Concepts
	+ 2C - Knowledge of Level/Flow Devices
* Math
	+ 3A - Knowledge of proper math functions to accurately perform computations.
	+ 3B - Ability to use correct resources to verify computations for functions that are not used on a day to day basis.
* Safety and Administration
	+ 4A - Some knowledge of project management principles, methods, practices and procedures.
	+ 4B - Participates in small design and construction projects and reviews technical drawings, proposed changes and contract amendments prepared by architects, engineers and contractors for accuracy and compliance with municipal codes, design standards and project specifications, and recommends changes, as required.
	+ 4C - Knowledge of proper use of self-contained breathing apparatus (SCBA)
	+ 4D - Knowledge of Lock Out / Tagout procedures.

**EDUCATION**

* 1 - Associate's degree or equivalent trade school certificate and 5 years of relevant work experience.
	+ 1A - High school graduation or equivalent and 7 years of relevant work experience.
* 2 - Kansas Commercial Drivers License Class A.
	+ 2A - Air Brake Endorsement
	+ 2B - Tanker Endorsement
	+ 2C - Automatic Transmission
	+ 2D - Standard Transmission - May be optionally required.
* 3 – OSHA 10 Hour

**EDUCATION continued**

 4. Master Electrician Preferred

* 1. Certifications in lieu of
1. Certificate of Completion from the National Center for Construction Education & Research.
	* + 1. Core Curriculum
			2. Completion of Level 1 through Level 4 of Industrial Maintenance Electrical
2. Association of Boards of Certification for Plant Maintenance Technologists Class I
	1. Continued Certification through Class IV for Plant Maintenance Technologists
3. Backflow Assembly Prevention, other similar certificate programs will be accepted.
4. Kansas Department of Health and Environment Water Operator Class I
5. Basic Competencies using Micro-soft products such as outlook, word, and excel.
6. Ability to utilize smart phones, tablets, and computers for communicating, corresponding, and processing of work tasks.
7. Proven ability to process and utilize asset management systems for handling work requests and work order management.
8. Solid written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the city and the general public in a positive and cooperative manner.
9. Ability to read and interpret design drawing and specifications including: plan & profile drawings, elevations, contours, navigate to drawing details, review specifications for city standard conformance.

**PHYSICAL DEMANDS**

**PDC Level:** Heavy

**Main Objective:** The Water Treatment Plant Maintenance Tech's position includes the following demands: maximum occasional lift of 70 lbs from knuckle to waist; maximum occasional lift of 65 lbs from floor to waist; maximum occasional lift of 40 lbs waist to overhead; maximum frequent lift of 25 lbs from floor to shoulder; maximum frequent lift of 13 lbs from floor to 70 in; maximum occasional carry of 65 lbs for 5 ft; maximum frequent carry of 25 lbs for 40 ft; maximum frequent push/pull horizontal force of 40 lbs at 47 inch height for distance of 50 ft; maximum occasional push/pull horizontal force of 40 lbs at height of 36 inches for distance of 75 ft; maximum occasional push/pull vertical with force of 100 lbs at height of 24 inches; maximum occasional grip force of 90 lbs; frequent forward reach; occasional lateral reach; frequent overhead reach; frequent bend; occasional crouching/kneeling; frequent neck flexion; occasional trunk rotation; occasional fine motor coordination; frequent hand coordination; constant standing and walking; occasional sitting; occasional awkward postures of working prone or supine over or under vehicles/equipment; frequent sit and frequent stand/walk. Must also be able to use all tools of the trade; move under, over and around vehicles and equipment, frequently exposed to extreme temperatures due to outdoor air and vibratory tool use.

**The City of Pittsburg is an Equal Opportunity Employer**