

**JOB DESCRIPTION**

**Wastewater Treatment Plant Maintenance Technician­­­**

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

**Location:** Wastewater Treatment Plant **Reports To:** Wastewater Treatment Plant

Superintendent

**Supervises:** N/A **Pay Range:** $16.88 - $21.11

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

**Date Written/Revised:** 09/04/2019

**POSITION SUMMARY**

Wastewater Treatment Plant Maintenance Technician performs industrial related maintenance duties to keep wastewater 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.

* 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.

Reports to the Wastewater Treatment Plant Superintendent. The primary duties of work are performed indoors and outdoors; and may include working in adverse weather conditions. Work may involve 24-hour availability during emergency situations. This will include overtime and call back situations as required. Work in confined spaces and trench excavations as required. Work will include extreme heights. 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 and Maintenance

* Provides oversight that equipment is performing as designed.
* Performs preventative maintenance on equipment.
* Performs corrective maintenance on equipment.
* Performs predictive maintenance on equipment.
* Orders components and parts to replace or repair broken equipment.
* Maintains records of inspections, permits, work orders, correspondence and related documentation.
* Performs acceptance tests on new mechanical equipment installations to ensure performance standards are met and recommends improvements where necessary.
* Inspects new equipment for conformance to design plans and specifications and makes recommendation on necessary modifications.
* Monitors the installation of mechanical systems and equipment to ensure compliance with city building codes and recommends changes, as required.
* Participates in compiling operational reports and related documentation and submits to various regulatory agencies.
* Prepares data for use in resource allocation and operational reports.

Electrical and Instrumentation

* Performs work on and in conjunction with audio dialers, on/off controls, programmable logic controllers (PLC), and Radio/Supervisory Control and Data Acquisition (SCADA).
* Performs work on electrical devices.
* Performs work on instrumental controls.
* Performs work on electronic equipment including alarm set-points, programming, and troubleshooting.

Math

* Performs necessary calculations related to; addition and subtraction, division and multiplication, basic algebra, basic geometry, the use of exponents, and graphing.
* Inspects mechanical systems and equipment using appropriate instrumentation and making engineering calculations to check efficiency and proper operation and documents findings.

Safety and Administration

* Is responsible for cross connection control for process applications.
* Performs and maintains oversight over lock-out/tag-out.
* Maintains process equipment for zero unauthorized chemical releases.

**POSITION COMPETENCIES**

Operation and Maintenance

* Knowledge of; Boilers, Compressors/Blowers, Heavy Equipment, Pump Operations, Pump Components, Valve Application, Bearings and Bushings, Drive Equipment, Shafts, Materials, Tanks, Tools, Ancillary Crafts, Piping, and Lubrication

Electrical and Instrumentation

* Knowledge of Electrical Devices, Electrical Concepts, and Level/Flow Devices

Math

* Knowledge of proper math functions to accurately perform computations.
* Ability to use correct resources to verify computations for functions that are not used on a day to day basis.

Safety and Administration

* Some knowledge of project management principles, methods, practices, and procedures.
* 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.
* Knowledge of proper use of self-contained breathing apparatus (SCBA).
* Knowledge of Lock Out/ Tag Out procedures.

**EDUCATION AND QUALIFICATIONS**

* Associates Degree or equivalent trade school certificate and 5 years of relevant work experience.
  + High school graduation or equivalent and 7 years of relevant work experience.
* Kansas Commercial Drivers License Class A.
  + Air Brake Endorsement
  + Tanker Endorsement
  + Automatic Transmission
  + Standard Transmission – May be optionally required
* OSHA 10-Hour
* Master Electrician Preferred
  + Certifications in lieu of
    - Certificate of completion from the National Center for Construction Education and Research.
      * Core Curriculum
      * Completion of Level 1 through Level 4 of Industrial Maintenance Electrical
* Association of Boards of Certification for Plant Maintenance Technologists Class I.
  + Continued certification through Class IV for Plant Maintenance Technologists.
* Backflow Assembly Prevention, other similar certificate programs will be accepted.
* Kansas Department of Health and Environment Wastewater Operator Class I.
* Basic competencies using Microsoft products such as Outlook, Word, and Excel.
* Ability to utilize smart phones, tablets, and computers for communicating, corresponding, and processing of work tasks.
* Proven ability to process and utilize asset management systems for handling work requests and work order management.
* 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.
* Ability to read and interpret design drawing and specifications including: plan and profile drawings, elevations, contours, navigate to drawing details, review specifications for city standard conformance.