JOB TITLE: SYSTEMS UTILITY MAINTENANCE PERSON
OCCUPATION: Skilled Craft Workers (07)
FLSA STATUS: Non-Exempt (Union)
JOB CODE EXT: SUMP-0001
POSTING DATE:

A. OVERALL PURPOSE/SUMMARY

Is responsible for maintenance of mechanical, electrical and electronic equipment at pump stations, and combined sewer overflow control facilities and perform related work as required.

B. SCOPE OF DEPARTMENT

Sewer System Maintenance & Operation

C. INTERFACES

Internal:
The incumbent typically interfaces with other maintenance and operations personnel.

External:
Not typically applicable.

D. ESSENTIAL JOB FUNCTIONS/PRIMARY ACCOUNTABILITIES

Performs any combination of (but not limited to) the following duties according to specific departmental guidelines:

1. Perform preventive maintenance and repairs on instrumentation, electrical, mechanical, and electromechanical machinery and equipment.
2. Maintain tools and equipment in good operating condition.
3. Make rounds of required facilities and inspect equipment to insure proper operation.
4. Check chemical feed and process control equipment.
5. Operate valves, pumps, motors, communication systems and process control systems.
6. Check and record readings on meters, pumps, operator displays, and other equipment.
7. Calibrate equipment by instrumentation and hydrologic procedures, as required.
8. Inspect, repair and maintain electrical, hydraulic and pneumatic operating control systems, motor control centers, fixtures and instrumentation.
9. Inspect, maintain, adjust, and repair wiring and lighting systems, electrical control equipment, meters, outlets and panels; make rounds to inspect and lubricate cables, gears, hoists and other equipment. All electrical/instrument repairs, modifications, and installations must be in compliance with the current National Electrical Code
10. Replace packing in pumps and valves; replace bearings in motors, pumps, drives, and other equipment.
11. Perform plumbing and pipefitting task as required.
12. Repair equipment and machinery such as motors, pumps, compressors, engines, dehumidifiers, gas detectors, samplers, chemical feed equipment, telemetry equipment, radios, telephone equipment, programmable logic controllers, and power back-up systems. Install new equipment as required.
13. Operate a variety of hand and power equipment including drills, saws, and grinders.
14. Use gas and/or arc-welding equipment to heat, cut, braze and weld.
15. Use standard and special electrical tools and equipment such as voltmeters, ammeters, oscilloscopes, and current generators.
16. Perform general housekeeping.
17. Maintain operational and maintenance records and prepare reports.
18. Write out-of-order reports; write remarks detailing equipment problems, required repair and replacement parts.
19. Prepare labor and material estimates and participate in budget preparation.
20. Comply with establish safety procedures and observe safe work practices.
21. Follow oral and written instructions, specification, wiring diagrams, and codes.
22. Exercise independent judgment involving normal work problems under general supervision.
23. Job may include a 24-hour call-in during emergency situations.
24. Perform related work as required.
E. **EDUCATION/EXPERIENCE**

**Minimum Requirements**

1. High school diploma or General Education Diploma (G.E.D.), trade, or technical school graduate.
2. Successful completion of NEORSD’s four-year (4-yr) training program, or equivalent training and/or experience.
3. Five (5) years’ experience in mechanical and/or electrical work. Additional related education may be substituted for work experience.
4. Ability to interpret technical manuals, drawings and specifications, including layouts, blueprints and schematics.
5. Ability to handle a variety of duties without close supervision.
6. Ability to carry out instructions furnished in oral, written or diagrammatic form.
7. Ability to make arithmetical calculations involving fractions, decimals and percentages.
8. Ability to perform limited supervisory duties and maintain satisfactory working relations with other employees; ability to demonstrate, under supervision, the capability to perform strenuous manual work under varying weather conditions.
9. Thorough knowledge of wastewater treatment and conveyance machinery and equipment, of electrical and electronic systems.
10. Plus the ability to perform necessary operational duties and maintenance repairs on same.
11. Thorough knowledge of approved methods, practices, code requirements and safety standards.
12. Must obtain a Certificate of Completion of the Red Cross Standard Multi-Media First Aid Course and C.P.R. certification within one year of employment and be re-certified on a regular basis.
13. Must not have tendencies towards claustrophobia or acrophobia. Must not have facial hair that would impede proper seal of breathing apparatus.

F. **LICENSE, CERTIFICATION AND/OR PERMITS**

**Minimum Requirements**

1. Valid Ohio Driver's License (ODL) – Class D Operator.
2. Driving record that is acceptable to the District's insurance carrier.
G. WORKING CONDITIONS
1. Job may include fill-in for vacant shifts, emergency or unusual situations.
2. Exposure to usual noise associated with equipment.
3. May be exposed to odors from processes and laboratory field samples.
4. Exposure to atmospheric conditions such as heat, cold, dust, fumes, vapors, or mists.
5. Working in elevated Locations (rooftops, ladders, etc.).
6. Working in various types of confined spaces

ADDITIONAL NOTES:
• To be considered for this position, all diplomas, licenses and other credentials must be on file before bidding closes. If a bidder has not completed the District's 4-Year Training Program, he/she must provide his/her bid documentation of the specific experience or training he/she contends is equivalent to the stated requirement(s). Such documentation must provide sufficient detail and contact information for the District to confirm its validity as an equivalent.
• The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.
• As per the Americans with Disabilities Act, “essential functions” are those fundamental duties an individual must be able to perform. They are a direct link to the reason why the job exists. “Non-essential” functions are performed occasionally. The *asterisk represents “non-essential” functions.

4/22/04