



WASTEWATER INDUSTRIAL MAINTENANCE MECHANIC I

Title:	Industrial Maintenance Mechanic I	Civil Service Status:	Classified
Department:	Wastewater	FLSA:	Non-Exempt
Bargaining Unit:	AFSCME	Bargaining Unit Approval:	
Immediate Supervisor:	Manager, Operations Superintendent, Plant Maintenance Supervisor	Positions Supervised:	None

Description

Wastewater Industrial Maintenance Mechanic I is responsible for skilled technical work of a demanding nature. Work involves inspection by visual and mechanical procedures as well as repair by approved methods of wastewater and other conduits of this nature. Industrial Maintenance Mechanic I performs daily tasks associated with maintenance routines to ensure plant compliance. This position reports and takes direction from Plant Manager, Operation Superintendent, Maintenance Supervisor, Maintenance Superintendent, Collections Supervisor and/or Collection Superintendent.

Job Duties

- Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.
- Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.
- Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts.
- Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.
- Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
- Controls downtime by informing production workers of routine preventive maintenance techniques; monitoring compliance.
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
- Provides mechanical maintenance information by answering questions and requests.

- Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Available “On-Call” during non-regular scheduled hours and for overtime as needed.
- Other duties as assigned by management.

Experience / Education Required

Candidates for hire must successfully complete a pre-employment fit for duty physical, background check and drug test prior to appointment.

- Possess a High School Diploma or GED
- Ability to continuously lift up to 50 lbs.
- 24 months Industrial Maintenance experience or equivalent combination of education and experience.
- Ability to stand, bend, twist, kneel, and climb throughout the shift.
- Possess a valid Ohio Driver’s License
- High aptitude for learning
- Has knowledge of hand tools and power tools used industrial maintenance activities (wrench, hammer, screwdriver, tape measure, level, drill, impact gun, mop/broom).
- Demonstrates physical fitness.
- Utilizes computer to complete work assignments including data entry.
- A CDL is not required, but preferred and could be required to be obtained at the discretion and financial cost of the City.