



INTEROFFICE MEMORANDUM

PLEASE POST

ALL 3/18/24

TO: All Department/Division Heads
FROM: Human Resources
DATE: February 26, 2024
SUBJECT: **JOB OPPORTUNITY: Department of Utilities
Water Pollution Control Plant Division**

CLASS TITLE: **Treatment Plant Mechanic-Electrician**

GRADE 14

HOURLY ENTRANCE RATES

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
\$25.91	\$27.19	\$28.56	\$29.99	\$31.48	\$33.07

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **High school diploma or equivalent required. Valid Ohio Driver's License. Must obtain CDL within 12 months of appointment. Semi-skilled work in inspection, operation, maintenance & repair of wastewater treatment plant facilities & equipment. Ability to inspect equipment for operating condition, perform preventative maintenance of equipment. Ability to read & interpret blueprints, schematics & maintenance manuals. Open to all.**

Current employees who are members of the International Union of Operating Engineers must be non-probationary.

Competitive wage and benefits package to include (but not limited to): Ohio Public Employees Retirement System, Deferred Compensation Programs, Medical, Dental and Prescription Insurance, Life Insurance, Accidental Death & Dismemberment Insurance, Supplemental Vision Insurance, Flexible Spending Account, Employee Assistance Program, Sick Leave Accrual – verifiable sick leave from other, Ohio Public Employers accepted with no limit and Vacation Leave – Up to five weeks with other, verifiable, Ohio Public Service Time.

Submit applications and resumes to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 or email to employment@painesville.com **Open until filled.**

Blank application forms may be obtained from the switchboard attendant at City Hall or online at www.painesville.com/employment A full job description can be viewed at City Hall or on the City's website.

The City of Painesville is a drug & alcohol-free employer.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.



POSITION DESCRIPTION
An Equal Opportunity Employer

Position Title: Treatment Plant Mechanic – Electrician	3203
Department: Utilities, WPCP Division	Date: 2/22/24

Pay Class: 14	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: This is skilled advanced electrical work, consisting of working with high voltage relating to maintenance inspection and repair of all wastewater treatment equipment.

Work involves responsibility for ensuring the efficient mechanical operation of motors, pumps, blowers, piping and related apparatus at the wastewater plant. Work is performed according to a regular recurring schedule, with special assignments received from a superior. Work of this class involves tasks of more than ordinary difficulty requiring special knowledge of wastewater operations. General supervision is received from a supervisor who assigns and reviews work. Assigned facilities are inspected periodically by superiors for adherence to prescribed standards and for proper operational condition and work is reviewed while in progress and through observation of results obtained.

DUTIES *(The duties listed below are illustrative of the work performed by this classification.)*

- Conducts regular inspections of plant equipment; inspects motors, motor control centers, blowers, pumps and wastewater treatment plant equipment as directed.
- Replaces defective fuses, wiring, starters, elements and coils; oils blowers and lubricates bearings, repacks valves and pumps; replaces defective valves, motors, pumps and controls.
- Cleans buildings, mows grass and removes snow; repaints equipment and interior and exterior surfaces; operates hand and power tools and equipment.
- Conducts regular inspections of lift stations.
- Installs and repairs plant instrumentation; makes repairs to buildings.
- Maintains and repairs sodium hypochlorite generation system.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: High school diploma

Experience: Considerable experience in electrical work and familiarity with mechanical equipment involved in the operation of a wastewater treatment plant.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- Wastewater treatment operations and the operation, maintenance and repair of wastewater collection, treatment and disposal facilities and equipment.
- Some pipe fitting and welding.
- SCADA/PLC's

Skill and Ability to:

- Read, interpret, and work from blueprints, schematics and maintenance manuals.
- Diagnose equipment malfunctions and to make required repairs.
- Establish and maintain effective working relationships with others.
- Use tools and equipment required by the work.

License or Certification Required: Valid Ohio driver's license and a commercial driver's license must be obtained within 12 months of employment.

Physical Demands: Mobility to work in a wastewater treatment plant and facilities, including strength, stamina and mobility to perform standing, walking, sitting, bending and climbing repetitively throughout the day in areas including stairways, grating, catwalks, ladders, manholes, dump trucks/loaders and a variety of other interior and exterior surfaces and work areas; ability to consistently work outside in varying weather conditions and hours; ability to drive; ability to work in confined spaces; ability to grasp, and push/pull.

Scheduling Demands and Constraints: Possible weekends, call-outs and shift work.