

Soldier Canyon Water Treatment Authority

Job Announcement

July 2022

Organization: Soldier Canyon Water Treatment Authority

Job Title: Lead Maintenance Mechanic

Reports To: O&M Superintendent

Salary Range: \$84,000 to \$94,000 - Annually

The Soldier Canyon Water Treatment Authority (SCWTA) owns and operates the Soldier Canyon Filter Plant, which is a 60 million gallon per day (MGD) conventional water treatment plant located in Fort Collins, CO. The Authority provides high quality, reliable, safe, and affordable drinking water to three water districts in the Northern Colorado region: ELCO Water District, Fort Collins- Loveland Water District, and North Weld County Water District. The three Water Districts are also the sole owners of the Filter Plant and comprise the members of the SCWTA Board.

Job Description:

See attached detailed Job Description

How to apply:

Interested applicants should email a cover letter and a resume to HR@soldiercanyon.com or surface mail a paper copy to: Soldier Canyon Water Treatment Authority, Attention: Human Resources, 4424 Laporte Ave, Fort Collins, CO 80521.

The successful applicant will be required to pass a background test as well as a drug test prior to starting employment with the Authority.

Benefits:

Soldier Canyon Water Treatment Authority provides an excellent working environment and a “people first” culture, as well as a generous benefits package. The package includes annual vacation and sick leave, 12 paid holidays, PPO and EPO health insurance plans, an optional Health Savings account with a high deductible health plan, Dental and Vision insurance plans, a 3% employer match for 401/457 contributions, and participation in the Colorado Public Employees Retirement Association (Colorado PERA) defined benefit pension plan.

For Additional information Contact: Soldier Canyon Water Treatment Authority
4424 Laporte Ave.
Fort Collins, CO 80521
Phone: (970) 482-3143
email: HR@soldiercanyon.com

Soldier Canyon Water Treatment Authority (SCWTA)
Job Description

Position Title: LEAD WATER TREATMENT PLANT MAINTENANCE MECHANIC
FLSA Status: Non-Exempt/Hourly
Reports To: O&M Superintendent
Salary Range: \$84,000 to \$94,000 - Annually
Revision Date: July 2022

Summary

The Lead Water Treatment Plant Maintenance Mechanic (Lead Maintenance Mechanic) is an integral part of the Soldier Canyon Water Authority (SCWTA) team, working closely with the Operations and Maintenance Superintendent (O&M Superintendent) and other team members to maintain, champion, and support the SCTWA and Soldier Canyon Filter Plant’s Mission, Vision, Values, and positive culture. Duties and responsibilities include managing the daily work of the maintenance aspect of a complex 60 MGD water treatment facility, including maintenance of water treatment plant equipment, machinery and related facilities, coordination, collaboration with other operations personnel, and the effective management of Maintenance Technicians, as well as other duties directed by the O&M Superintendent.

Essential Job Functions

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be inclusive:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for maintenance of the water treatment plant including the maintenance, repair, and installation of all electronic, electric, hydraulic, mechanical, chlorination systems, chemical feed & storage systems and pneumatic equipment, HVAC systems, VFDs, heavy vehicles and groundskeeping.
- Performs electrical repairs on controls and equipment up to 480 volts.
- Trains and provides general preventative and corrective equipment maintenance and repair advice as needed to less experienced treatment plant employees assisting with maintenance work.
- Proficient in the installation and maintenance of electrical systems in accordance with National Electrical Code (NEC) standards.
- Responsible for preparing, managing, adjusting, and communicating all Maintenance Technician shift and preventive maintenance schedules.
- Performs all the essential functions/accountabilities as listed in the Water Treatment Maintenance Technician job description.
- Provides supervision, leadership, and mentoring for Maintenance Technicians.
- Inventories all treatment equipment and parts and places orders as needed to ensure an uninterrupted supply.
- Coordinates, plans, directs, and participates in routine maintenance procedures.
- Helps to coordinate routine operations procedures.
- Provides emergency maintenance shift coverage if needed.
- Develops and writes Standard Operating Procedures for all routine and emergency maintenance procedures.
- Develops, writes, and assigns maintenance work plans and work orders in a computerized maintenance management system (CMMS).
- Develops and manages an Asset Management Plan for all Plant equipment in a CMMS.
- Develops and schedules Maintenance Technician trainings and implements Plant safety measures.

- Using computer equipment and CMMS, develops and maintains a logs of Plant maintenance, work performed, and unusual operating conditions. Maintains database files and prepares reports when requested.
- Reviews all daily records recorded by Technicians.
- Communicates with the O&M Superintendent and Lead Plant Operator to share knowledge of any ongoing and emerging Plant equipment issues.
- Conducts regular Plant inspections for safety, housekeeping, and equipment/process checks.
- Purchases required maintenance commodities and supplies, with the approval of the O&M Superintendent.
- Be proficient in the administration of all plant emergency response and security procedures.
- Operates a Computerized Maintenance Management System (CMMS) for the effective monitoring and management of the water treatment process equipment.
- Performs the more complex troubleshooting and maintenance of equipment and processes and takes or recommends corrective action.
- Builds and maintains positive working relationships with co-workers and employees.
- Proactively resolves issues and interrelated system challenges in a timely manner.
- Develops a healthy working environment with a focus on professional development for maintenance staff, implements a robust safety culture, and a well-run on-call system for maintenance and emergency 24/365 (twenty-four hours a day/three-hundred and sixty-five days a year) coverage.
- Assists in developing a professional maintenance staff by mentoring, supervising, training, goalsetting, performing evaluations, and investing in advancing their careers.
- Other duties as required and necessary to ensure the success of the organization.
- Subject to 24-hour call, including evenings, weekends, and holidays.

Supervisory Duties

Directly manages maintenance staff in accordance with the Authority's policies and applicable regulations and laws. Responsibilities may include interviewing, hiring, and training employees, planning, assigning, and directing work schedules, goal, and direction settings, appraising performance, rewarding, and disciplining employees, mentoring, training, and addressing concerns and resolving problems.

Economic Responsibility

- Assists the O&M Superintendent in developing and managing the maintenance budget in an accountable and business-like manner, ensuring that costs are consistently reviewed and controlled within budget guidelines, including all treatment equipment, tools, training costs, clothing allowances, etc.
- Manages maintenance personnel time, including on call, overtime, and compensatory time in an economically efficient manner.

Job Knowledge, Skills, and Abilities

- Working knowledge of conventional water treatment maintenance techniques for a 45-60 MGD water treatment plant.
- Operations, services, and activities of a comprehensive water treatment plant maintenance program.
- Equipment vendors and sources of spare parts and replacement equipment.
- Methods and techniques of troubleshooting, maintaining, repairing, and installing plant equipment.
- OSHA rules and regulations.
- Electrical codes and accepted practices.
- Methods and techniques of stick, carbon arc, mig, and tig welding.
- Methods and techniques of handling and transporting hazardous waste, chemicals, and gases.
- Knowledge of managerial, financial and personnel administration.
- Knowledge and understanding of the principles and procedures of personnel selection, mentoring,

training, compensation, negotiation, and fringe benefits.

- Ability to lead and train Maintenance Technicians.
- Ability to develop constructive and cooperative working relationships with others and maintaining these relationships over time.
- Ability to handle conflicts by maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior.
- Ability to develop specific goals and plans to prioritize, organize, and accomplish work in a timely manner.
- Ability to read and interpret drawings, equipment manuals, Safety Data Sheets, Standard Operating Procedures, Process Diagrams, and other technical information to perform all assigned tasks effectively and safely.
- Knowledge of the physical Plant and ability to maintain the Plant in case of power outages, PLC failures, etc.
- Ability to recognize and assess equipment problems and react with corrective actions.
- Knowledge of OSHA safety regulations.

Implement Policies and Establish Procedures and Plans

- Works with the O&M Superintendent in implementing policies relating to matters such as maintenance standards, financial management, and personnel matters.
- Works with the O&M Superintendent in overseeing Plant safety and emergency response plans and helping to ensure that all Plant employees are adequately prepared to respond appropriately in any emergency.
- Works with the O&M Superintendent to establish operations related goals, objectives, and procedures.

Certificates, Licenses, Registrations

- Requires a high school or vocational school degree or equivalent.
- Must possess a Class D Colorado Water Operator Certification or obtain within 1st 6 months of employment.
- Must possess and maintain a valid Colorado Driver's license.
- Willingness to respond to emergency situations.

Education and/or Experience

Minimum of Five (5) years supervisory and managerial experience in a water utility or a primary water treatment facility, and a minimum of Five (5) years' experience working on water treatment equipment including pumps, motors, analytical equipment, generators, vehicles, etc. or an equivalent combination of education and experience.

Reasoning

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in verbal, mathematical or diagrammatic form.
- Ability to develop theoretically or empirically based equations to represent physical processes.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software; Word Processing software; WIMS data management software; computerized maintenance management systems (CMMS) - AllMax Antero software preferred; and Supervisory

Control and Data Acquisition (SCADA) software, and associated applications.

Visual Acuity

Near acuity and accommodation are required for reading written instructions, schematics, blueprints, precision measuring instruments, and computer screen.

Hearing Ability

The ability to recognize adverse changes in process equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- While performing essential functions of this position, employee is regularly exposed to work near moving mechanical parts, work in highly precarious places, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:
- High noise levels from operation in Plant.
- Physical hazards from working in vicinity of high voltage, high pressure lines, chemical, elevated areas, and confined spaces.
- Cool, humid interior working conditions.
- Skin exposure to oils and chemicals.

Work is performed inside and outside of the water treatment Plant. Inside there is regular exposure to high equipment noise, toxic or caustic chemicals, fumes or airborne particles, and potential electrical and machinery hazards. Outside work requires exposure to high noise, un-even ground, heavy equipment, and adverse weather conditions. Fall hazards exist both inside and outside due to multiple elevations in and around facilities. Required to stand, walk, reach with hands and arms, climb, descend, balance, stoop, kneel, sit, crouch and crawl. Routinely lift, pull, and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing essential functions of this position, employee is occasionally exposed to wet or humid conditions, extreme cold, extreme heat, and work in potentially explosive environments. Working conditions can be occasionally loud. The employee is subject to call back during evenings and weekends, occasional overtime, and emergency repairs. The employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.