

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	WPCF Maintenance Supervisor	JOB FAMILY	Public Works
PAY GRADE	5, WPCF Maintenance Technician	DATE OF LAST REVIEW	September 2024

NATURE OF WORK

This first level of the Wastewater series is responsible for installing and maintaining industrial controls and wastewater pumps and controls. The Maintenance Technician will use a broad range of mechanical skills to perform all essential functions of the position. This includes knowledge of the standard tools, material, methods and practices of the electrical trade, knowledge of PLC's, knowledge of variable frequency drives on install and programming, experience in SCADA control systems, experience with telemetry and control systems and arc flash.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Performs skilled tasks in the installation, maintenance and repairing of electrical and mechanical equipment;
2. Repairs all plant electrical equipment, lighting systems and motors;
3. Operates drill presses, welders and other machine shop equipment for fabrication or repair needs;
4. Performs general repairs and overhauls on automotive equipment, including motor tune-up and all electrical work;
5. Assists in the repairs and rebuilds of wastewater pumps, electric, diesel and gasoline motors, lawn mowers, and other mechanical equipment
6. Performs related work as required which may include but not limited to, assisting operations, lab and building, snow removal and grounds at different times

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

May assign work and provide work direction as a "lead worker" for regular, part-time and/or contracted employees;

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D. equivalent

AND

Four (4) years of experience in the following:

- industrial electrical control work required
- working with starters, contactors, and 3-phase electrical power, 480-voltage and motor controls and troubleshooting skills
- repair and maintenance of electrical systems and equipment
- general equipment and building maintenance

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

Electrical license preferred.

LICENSING / SPECIAL REQUIREMENTS

A Valid Driver's license;

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Mobile Crane Operating Certification;

- Must obtain within 12 months of employment (dependent on availability of training program)

Grade 2 Waste Water Operator Certification ;

- Must obtain within 3 years of appointment

Backflow Certification preferred.

SKILL / ABILITIES REQUIREMENTS

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of self, people, data, property, and institutions.
- Knowledge of safe working practices, safety data sheets, air-monitoring equipment, and ability to detect potential hazards
- Knowledge of the standard practices, tools and materials used in the maintenance of pumping equipment
- Ability to inspect operating mechanical and electrical equipment and to detect flaws and defects in its operation
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance;
- Knowledge of materials, methods, and the tools involved carpentry and welding;
- Knowledge of national electrical codes;
- Competent use of skidloaders, vac and Jet trucks, wheel loaders, bucket and dump truck, trailer hookup and trailer use, trencher, backhoe and mobile crane truck;
- Ability to use computers and relevant software (ex.: Microsoft Office).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, driving, repetitive motion, standing, pushing, pulling, grasping, feeling, talking, hearing, crawling and seeing.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, waste water, biosolids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light
- Confined Spaces including deep pits

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test
- Criteria Mechanical Reasoning Assessment

Personality

- Employee Personality Profile
- Workplace Safety Profile

Hands-on assessment in department

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC
May 2024	Updated per department feedback by BC
September 2024	Added Position Assessments by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.