

TOWN OF SCITUATE POSITION DESCRIPTION

Position Title: Sewer Division Mechanic

Statement of Duties

Skilled technical, administrative work in overseeing and maintaining the efficient operation of the Sewer Division parts and equipment; all other related work as required.

Supervision

Works under the general supervision of the Sewer Division Supervisor performing skilled work and functions requiring limited independent judgment and initiative; refers non-routine matters to the Sewer Division Supervisor. Supervisor provides additional, specific instructions through written, oral, or specific assignments. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; employee is expected to seek advice and further instructions.

Reviews work of contracted mechanical services.

Job Environment

Work is performed at the Sewer Division locations (treatment plant, pump stations, collection system), garage and yard conditions, with some exposure to variable occupational risks from toxic or caustic chemicals, biological hazards, fumes, gasses, or airborne particles, and moving mechanical parts.

Position requires that department rules and regulations, town policies and public works principles and practices for repair and maintenance of equipment are followed;

May be required to work outdoors in a variety of weather conditions.

Has frequent contact with other employees, contractors, suppliers, vendors, and commercial repair organizations.

Errors could result in a danger to health and safety, loss of Town assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

Oversees the efficient and effective maintenance and repairs of the Sewer Division equipment and collection system.

Schedules and performs regular maintenance on all Sewer Division equipment and machinery.

Maintains Sewer Division mechanical equipment and other apparatus to ensure optimal operating efficiency. Performs equipment overhauls and major repairs.

Estimates materials, supplies and equipment to support maintenance and repairs projects taking appropriate action to prevent failure or interruption of equipment/machinery.

Welds, blazes, paints and performs related functions as required. Supervises welding and electrical repairs performed by contractors

Maintains and operates the Sewer Division vector truck at the treatment plant, pump stations, and collection system.

Maintains and updates computerized vehicle/equipment maintenance log on both a daily and on a continuous basis.

Has frequent contacts with vendors, suppliers and commercial equipment repair organizations.

Procures replacement parts, materials and supplies under the guidance of the Sewer Division Supervisor.

Design, fabricates and installs supplemental apparatus on all equipment and machinery.

Works overtime during emergencies, storm and adverse weather conditions.

Performs similar or related work as directed, required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School Diploma, GED, or Technical School diploma required. Associates Degree highly desired. Minimum of five years of experience in operation, maintenance and mechanical repair. Familiarity with computerized maintenance programs as well as Microsoft Word and Excel preferred.

Strong diagnostic, maintenance and repair skills. Good communication, organizational and planning skills and strong record keeping skills required.

Special Requirements:Licenses/Certifications:

Class A Commercial Driver's License, with a tank endorsement

2B Hoisting License, 2A preferred.

Certification in Welding, preferred

Knowledge, Skill, and Ability:

Knowledge of the principles of mechanical, hydraulic and electrical systems.

Mechanical aptitude, troubleshooting skills, methodical work habits

Thorough knowledge of maintenance and repair of mechanical & electrical equipment.

Knowledge of parts and tools used in maintenance and repair of equipment.

Knowledge of general methods, techniques and principals used in constructing and maintaining Sewer Division assets.

Knowledge of hazard and safety precautions pertaining to departmental operations.

Knowledge of the materials and techniques required for the maintenance and repair of equipment.

Ability to adjust work plan to account for need for machinery or equipment repairs.

Must be adaptable to changing weather conditions.

Ability to safely operate hoisting equipment; ability to safely operate commercial vehicles and heavy equipment. Ability to follow and implement safe work practices

Ability to interpret work orders. Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and implement applicable department regulations, policies and procedures. Ability to read and interpret blueprints and technical manuals.

Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public.

Ability to learn and use electronic diagnostic equipment and methods.

Ability to perform strenuous physical duties under adverse conditions.

Ability to operate a computer for the purpose of data input, retrieval and record keeping.

Ability to design, fabricate and weld metal work.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable shop conditions, with some exposure to occupational risks including toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts and heavy equipment operations as well a moderately noisy setting most of the time. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, bend, climb, balance, crawl, crouch, turn and twist, reach with hands and arms up to 60% of the time. Have manual dexterity and strength to operate objects, tools or controls and reach with hands and arm; required to sit, talk and hear. The position has normal vision requirements.

Equipment operated includes heavy and light trucks, pneumatic, power and hand tools, office machines, computers, sanders, snow plows, vactor truck.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change