

# City of Valparaiso Job Description –Utilities Mechanic

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POSITION TITLE: Utilities Mechanic  
DEPARTMENT: Public Works  
DIVISION: Utilities - Water and Wastewater  
REPORTS TO: Water and Sewer Supervisor  
DEPARTMENT HEAD: Public Works Director  
STATUS: Non-exempt  
LAST REVISION: March 2022  
SALARY GRADE: 08

## **POSITION PURPOSE/SUMMARY**

Under limited supervision, performs skilled tasks in the repair and maintenance of the Valparaiso Water System and wastewater collection and transmission system components. Work may require the use of machinery, but emphasis is upon servicing, installing, repairing, and maintaining equipment rather than its operation. Work assignments are varied and employees must be knowledgeable in general mechanical and electrical maintenance/repair and hydraulic principles. Assists in the response to emergency calls as required, particularly those related to the water system and wastewater collection and transmission system, including delineation of the affected area, isolation of the problem, formation of repair action plan, system restoration and required reporting and communications. Makes field inspections to ensure proper operation of equipment. Maintains operational/maintenance field logs for each water well, lift station and the water distribution system consistent with applicable standards.

## **ESSENTIAL JOB FUNCTIONS**

1. SPECIFIC DUTIES AND RESPONSIBILITIES - WATER AND SEWER OPERATIONS AND MAINTENANCE:
  - 1:1 Repairs mechanical equipment such as pumps, valves, motors, groundwater wells, pumping stations, and lift stations.
  - 1:2 Performs regular inspections of waste water collection system components, evaluates conditions and makes recommendations for cleaning and repairs. Assists in cleaning and repairs.
  - 1:3 Performs water well and system component inspections, repairs and maintenance.
  - 1:4 Insures safe practices are incorporated in all activities performed.
  - 1:5 Receives, completes and/or submits records and documents including work orders, blue prints, locate tickets and general office correspondence.
  - 1:6 Assists Deputy Public Works Director, Division supervisors and other operators as required in operations of Water and Waste Water Divisions.
  - 1:7 Responds to emergency call-outs, availability to perform duties in emergency situations such as nights and weekends.
  - 1:8 Occasional use of backhoe, dump truck, hydraulic cleaning truck, etc.
  - 1:9 Manages inventory of parts/supplies and orders parts through office personnel.
  - 1:10 Performs lift station, sanitary sewer line, pump, manhole, air release valve and other system component installation, inspection, repair and maintenance in accordance with applicable standards.
  - 1:11 Operates and maintains specialized equipment used in cleaning and maintaining sanitary sewer systems.
  - 1:12 Performs electrical component inspection, maintenance and repairs.
  
2. SECONDARY JOB FUNCTIONS
  - 2:1 Performs water line, fire hydrant, valve and other system component installation, inspection, repair and maintenance in accordance with applicable standards.
  - 2:2 Operates maintains and repairs various chemical feed, monitoring and testing equipment in accordance with applicable standards.
  - 2:3 Operates and maintains CCTV inspection equipment.
  - 2:4 Performs sanitary sewer line inspections for new construction and existing line upgrades/replacement.
  - 2:5 Performs excavations, repairs, backfill and restorations in accordance with applicable standards.

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3. OPERATES AND MAINTAINS HAND AND POWER TOOLS IN A SAFE AND EFFECTIVE MANNER
  - 3:1 Performs hand/power tool operations for various tools such as: screwdriver, voltmeter, wire crimpers, gas saw, etc.
  - 3:2 Performs preventive maintenance on tools prior to performing assigned duties to include, but not limited to safety equipment check and appropriate pre-operation maintenance.
  - 3:3 Insures safe practices are incorporated in all activities performed.
4. INTERNAL AND EXTERNAL COMMUNICATION
  - 4:1 Responds to citizen and internal personnel inquiries and complaints in a timely and courteous manner by addressing customer concerns and referring to appropriate personnel.
  - 4:2 Confers with public to work out special problems and to address specific concerns.
  - 4:3 Remains diplomatic and is effective in dealing with customers in a variety of situations.
5. PERFORMS VARIOUS CLERICAL DUTIES
  - 5:1 Prepares field notes and activity reports.
  - 5:2 Completes daily time sheets.
  - 5:3 Maintains water well and lift station logs.
  - 5:4 Maintains water distribution system field log.
6. PERFORMS ALL OTHER DUTIES AS ASSIGNED

## **QUALIFICATIONS (minimum and preferred)**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of materials, methods, practices and equipment used in water and wastewater fields.
- Knowledge of occupational hazards and necessary safety precautions applicable to mechanical maintenance and repair work, including lockout procedures and confined space entry procedures.
- Methods, practices, tools, and materials used in maintaining, repairing, or constructing water/wastewater treatment plant and lift station equipment.
- Knowledge of spreadsheet and word processing software.
- Ability to understand and comply with regulatory standards and practices.
- Ability to understand and comply with complex oral and written instructions/communications.
- Ability to read street and traffic signs and comprehend geographical locations.
- Ability to perform basic and advanced mechanical and electrical repairs.
- Ability to communicate verbally and in writing.
- Ability to operate equipment.
- Ability to prepare written reports and maintain records.
- Ability to read maps and technical drawings.
- Ability to use graphic instructions, such as blueprints, schematic drawings, pencil diagrams, or other visual aids.
- Possess mathematical skills such as addition, subtraction, multiplication, division, and basic algebra.
- Ability to perform under pressure and in emergency situations.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Depth perception.
- Distinguish colors.
- Smelling.

### **EDUCATION**

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High school diploma or GED equivalency required.  
Vocational/specialized training in basic or advanced electrical operations preferred.  
Vocational/technical training in pumps, motors, system controls is preferred.

## **EXPERIENCE**

At least six months experience in water and sewer operations is required.  
At least six months experience in electrical maintenance is preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

## **LICENSURE**

Valid voluntary Class “C” level Wastewater Collection Technician Certificate is required.  
Valid Florida Distribution Systems Operator, “Class 3” or higher preferred within two years of hire.  
Valid Florida Drinking Water “C” or higher license is preferred within two years of hire.  
Must maintain a valid Florida Driver’s License, class “B” CDL with air brake endorsement preferred.

## **PERSONAL PROTECTIVE EQUIPMENT**

Safety “steel toed” type or industry approved composite material shoes, ears/eyes/noise protection, gloves, vest, hard hat. Additional specialized equipment also provided as needed.

## **EQUIPMENT, MACHINES AND TOOLS USED**

Motor vehicle operations, basic and specialized machinery operations, specialized testing equipment, various gauges and metering devices, light and heavy equipment operations, hand and power tools.

## **ADMINISTRATIVE SKILLS**

General Office Skills:	Maintain various logs, reports and filing systems. Complete and deliver written communication to customers. Complete and deliver various forms.
Communication Skills:	Effectively communicate both orally and in writing with supervisors and co-workers. Effectively communicate with public.
General Office Equipment:	Calculator, computer, copy machine and facsimile machine.

## **WORKING CONDITIONS**

Subject to hazards of flammable, explosive gases.  
Subject to burns and cuts.  
Subject to injury from moving parts of equipment.  
Works in precarious or remote locations.  
Contact with persons under a wide variety of circumstances.  
Subject to many interruptions.  
Subject to irregular hours.  
Subject to hazards of high voltage equipment.  
Requires judgment/action which could result in injury or death of a person.

## **WORKING ENVIRONMENT**

Exposed to hazards from electrical/mechanical power equipment.  
Exposed to housekeeping/cleaning agents/chemicals/medical waste.

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May be exposed to the risk of blood borne diseases.

Exposed to hot or noisy equipment.

Exposed to hot and humid work environment.

Exposed to heat, wetness, cold and odors.

Temperature changes: variations in temperature from hot to cold.

Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.

May be exposed to extremes of heat and cold in all weather conditions.

Heights (up to 60 feet).

Depths (down to 30 feet).

Vibrations.

Poor lighting.

Required to perform “Confined Space Entry”.

The work conditions/environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

**PHYSICAL DEMANDS:** The following list is not exhaustive; it merely provides some of the physical duties of the position.

**REQUIRES FULL RANGE OF BODY MOTION INCLUDING:**

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		X		
Stand			X	
Walk			X	
Bend			X	
Squat			X	
Crawl			X	
Reach above shoulder level			X	
Crouch			X	
Balance			X	

**JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:**

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			X	
Left			X	
In firm grasping: Right			X	
Left			X	
In fine manipulating: Right			X	
Left			X	
In operating foot controls: Right			X	
Left			X	

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**JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:**

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
45 to 100 pounds		X		
Up to 45 pounds			X	

**LOCATION:**

A majority of the work duties are performed mainly throughout the city with occasional travel to various destinations for training and job related activities, including the regional sewer plant (NV Regional).

The duties listed above 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.

The 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 requirements of the job change.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name