



Effective: April 7, 2021
City of Sweet Home
Maintenance Lead Worker – Treatment Facilities
Job Description
FLSA Non-Exempt
AFSCME: SATA AK 07 April 2021
Approved by: Ray Young 07 APR 21

MAINTENANCE WORKER – TREATMENT FACILITIES

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

Performs duties to protect public health and the environment through effective maintenance of the City's Water Treatment Plants, Wastewater Reclamation Plant, and associated off-site facilities. Inspects, troubleshoots, maintains, removes, repairs, and installs mechanical equipment at water and wastewater facilities. Designs, fabricates, and improves mechanical equipment. Responsibilities include maintaining mechanical equipment, keeping records with a computerized maintenance management system, and performing work in accordance with preventive maintenance and asset management programs. Responds to emergency calls, including afterhours response. Position may involve working overtime and on weekends as needed.

B. SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of the Utilities Manager, or his/her designee; who reviews work on the basis of results obtained. This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

C. EXAMPLES OF DUTIES:

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Incumbents may be assigned primary responsibility for operation and maintenance of off-site facilities. Monitors water booster stations and sanitary lift stations and ensures continuous operation. Monitors reservoir operation for adequate storage volume and superior water quality. Performs work in alignment with requirements set forth by the Oregon Health Authority and Department of Environmental Quality.

2. Prepares scope of work for request for bids, proposals, and service contracts. Participates in bid and proposal evaluations, and design reviews. Dependent on project complexity, oversee, manage and/or assist in the progress of consultant and contractor related projects. Participates in the process to update the Utility Master Plan.
3. Complies with all Administrative Policies. Performs work in accordance with Council Policies and Municipal Code.
4. Performs as a member of a team, assisting with development of work groups goals and objectives, and contributing to the achievement of goals and objectives. Maintains effective working relationships.
5. In the performance of job duties, the employee is required to use hand and power tools; heavy and specialized equipment; automobile or truck and trailers; and other related tools and appropriate personal protective equipment.
6. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
7. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
8. Serves as a member of various City committees or work groups as assigned.
9. Assists and directs seasonal employees as needed. Cooperates with and assists other staff in the performance of their duties as assigned.
10. Maintains regular job attendance and adherence to working hours.
11. Operates a motor vehicle safely and legally.
12. Performs other duties as assigned by supervisor.

D. WORK ENVIRONMENT/PHYSICAL DEMANDS:

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.
3. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.
4. The employee must occasionally lift and/or move up to 50 pounds.
5. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
6. In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
7. Very frequently, 80% of the workday is spent working in sewage, and sewage holding facilities, tight restriction spaces with electrical and mechanical systems, loud noise levels, associated process chemicals such as chlorine and polymers, fumes and gases, and varying weather conditions.
8. This position may be required to work evenings and weekends.

E. ADDITIONAL POSITION REQUIREMENTS:

Ability To

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
3. Ability to maintain self-control and professional attitude when dealing with hostile persons or under adverse conditions.
4. Read and follow road signs, read and follow standard operating procedures, and prepare written reports and communications.
5. Demonstrate commitment to sustainability.
6. Learn and apply city ordinances, state statutes, and state administrative rules.
7. Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
8. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
9. Ability to research information for equipment repairs and/or new equipment or applications. Selects and purchases maintenance supplies. Assists in budget preparation process.
10. Plan, schedule, and perform work in accordance with preventive maintenance and asset management programs.
11. Revise, update, and create equipment manuals and records regarding equipment operations and performance. Maintains records and reports consistent with local, County, State and federal requirements.
12. Plan, schedule, coordinate and communicate activities with supervisor, coworkers, water and wastewater operations work groups. Prepares workplans in advance of tasks outlining work scope, safety measures, and impacts to stakeholders.
13. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
14. Form efficient and effective working relationships with other employees and the public.
15. Work in a busy environment with multiple activities and customers.
16. Accommodate a work schedule that may require work on weekends.
17. Be at work on time. Be available for work. Give a full day's work.
18. Respond in a positive manner to directions.
19. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
20. Get along with others.
21. Learn, know, and follows the rules, policies, practices and procedures of the department.
22. Be physically and mentally fit for work.

Required Knowledge and Skills

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

General knowledge of equipment, facilities, materials, and procedures related to the operation and maintenance of a conventional wastewater treatment facility and biosolids management system and procedures and regulations pertaining to the workplace safety, confined space work, and working in hazardous and potentially hazardous location. General knowledge of how to evaluate and troubleshoot mechanical components to determine existing operating conditions, standard practices, materials, and modern methods used in the safe repair and maintenance of water/wastewater equipment, repairing pumps and all treatment facilities equipment, OSHA industrial required safety procedures.

License and Certificate

Oregon Driver's license with good driving record required for use of City vehicle.

Possession of State of Oregon issued Water Treatment or Wastewater Treatment Certifications, or the ability to obtain within 18 months of hire is required.

Experience and Education

High school diploma or general education degree (GED) or higher; two (2) year of related work experience in water, sewer, stormwater maintenance, or any public infrastructure construction, i.e., streets, parks, etc.; or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities.