



CITY OF DOVER, NEW HAMPSHIRE
Position Description

Position: Utility Maintenance Mechanic – WWTP	Position Control No: XX-XX-XX-XX
Classification-Series: Maintenance Mechanic II	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: AFSCME – Grade 15
Organizational Unit: Community Services Department	Primary Job Location: Wastewater Facility-484 Middle Road

JOB SUMMARY: Performs unskilled and semi-skilled work in the construction and maintenance of water, wastewater and street projects.

ACCOUNTABILITY: Works under the general supervision of the WWTP Supervisor or other higher-grade employees who makes work assignments and inspects work for conformance with instruction and desired results. Duties are performed according to established and specified procedures.

SUPERVISION EXERCISED: May occasionally direct temporary assigned laborers in the absence of a supervisor.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; personal protective equipment; various analog and digital measuring instruments; various hand and power tools; light and heavy vehicles, two-way radio and pager.

TYPICAL WORK ENVIRONMENT: Inside: 40% Outside: 60%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Perform required labor involved in construction and maintenance projects individually or as part of a crew, including corrective and preventive maintenance on Wastewater treatment equipment to include but not limited to: pumps, motors, dewatering equipment, piping, tanks, buildings, vehicles, and other related equipment.
2. Install, repair, maintain, refurbish and rebuild wastewater equipment to include facility and equipment painting.
3. Replaces bearings in motors, pumps, and other equipment.
4. Cleans out piping and performs other plumbing and pipefitting tasks as required.
5. Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
6. Operate trucks of various sizes and weights in the loading, hauling and unloading of various equipment, tools and materials.
7. Analyzes equipment failures and evaluates situation; explains findings and recommendations to supervisor.
8. Perform routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
9. Perform maintenance of buildings and grounds as needed.
10. Repack, repair and rebuild pumps at plant and lift stations as needed.

11. Pump sludge de-watering; remove grit from grit channel; collect water samples and assists in lab work as assigned.
12. Complete and maintain records and reports as required.
13. Performs all winter storm related duties as needed, such as plowing; snow removal; and salting/sanding operations.
14. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
15. Maintains familiarity with and executes safe work procedures associated with assigned work.
16. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required -11 to 25 lbs.: Frequently required -26 to 50 lbs.: Occasionally required -over 50 lbs.: Rarely required, Assistance may be available</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Frequently required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hour Stand: 2 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 2 hours Stand: 4 hours Walk: 2 hours</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Required for detecting odor and fumes.</p>

TYPICAL WORK SURFACE(S): Service counter; tables; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; electronic, mechanical, hydraulic controls; radio/pager; motor vehicle; analog and digital instruments and gauges.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts and on or around heavy equipment. May be exposed to fumes, airborne particles, fuel, solvents, lubricants, and toxic or caustic chemicals and sewage sludge. May also be exposed to biting insects, poisonous plants, herbicides and/or pesticides.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Some knowledge of equipment, facilities, materials, methods and procedures used in public works and utility construction, maintenance and repair activities. Ability to perform heavy manual tasks for extended periods of time and in adverse conditions. Ability to understand and follow oral and written instruction. Ability to establish and maintain effective working relationships with employees, other departments and the general public. Sufficient physical strength, conditioning and agility to perform strenuous manual labor for extended periods of time under adverse and varying weather and climatic conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent. Two (2) years experience in construction or building trade. Must maintain valid New Hampshire CDL- B with Air Brake Endorsement and Tanker Endorsement, CDL-A with endorsements preferred. Must complete certification for NH Wastewater Treatment Grade I.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.