



## POSITION DESCRIPTION

**Job Title:** Maintenance Mechanic**Job Code:** 4140**Salary Grade:** 15**FLSA Status:** Non-Exempt**Date:** September 26, 2008**JOB SUMMARY**

The Maintenance Mechanic is responsible for the basic maintenance and repair of equipment and facilities. Position will support multiple facilities with varying processes, equipment and functional requirements.

**ESSENTIAL FUNCTIONS**

1. Diagnose and resolves standard water or wastewater facility machinery, piping and equipment problems.
2. Performs predictive, preventative and corrective maintenance duties.
3. Tracks and records information required in work order documents and enters into computerized maintenance management system (CMMS), and uses Microsoft Office.
4. Performs standard level diagnostic tests to resolve routine problems.
5. Repairs plant machinery and equipment, using hoists, jacks, ladders, confined space equipment, PPE, welding equipment, hand tools, squares, rules, micrometers, and other tools.
6. Dismantles, constructs and assembles various components of facilities, industrial machinery or equipment.
7. Performs confined space entries in hazardous environments.
8. Monitors mechanical equipment and makes functional adjustments.
9. Cleans and lubricates machinery and equipment according to specifications.
10. Identifies parts with specifications and orders replacements.
11. Furnishes mechanical recommendation when ordering new parts, machinery and equipment.
12. Has knowledge of basic electrical and instrumentation principles.
13. Promotes and practices a safe working environment in an industrial setting.
14. Applies basic principles of mechanical maintenance.
15. Performs work in accordance with TCEQ, OSHA, and other applicable government regulations.
16. Reads O & M manuals, as-built drawings, block maps, schematics, and construction plans.
17. Establishes and maintains effective working relationship and public relations.
18. May operate a forklift, powered vertical lifting machinery, utility truck, crane, combination unit, water tanker, or other heavy equipment.
19. Performs other duties as assigned.

**DECISION MAKING**

- Receives general supervision.
- May refer more complex issues to higher levels.
- May act as a team leader.

**MINIMUM REQUIREMENTS**

- High School diploma or GED.
- Three years' experience performing repairs and maintenance in the mechanical trade.
- Proficient in the use of materials, tools, and equipment commonly used in mechanical maintenance or repair of industrial facilities.
- Applies basic math and measurement principles.
- Applies basic computer skills and has the ability to enter and maintain information in the computerized maintenance management system.

**Treatment**

- Valid Class "C" Texas Driver's License consistent with SAWS Driving Policy.

**Production & Lift Station Maintenance**

- Valid Class "CDL-A" Texas Driver's License with Tanker and Hazardous Material endorsements consistent with SAWS Driving Policy, or obtain within 90 days.

**PREFERRED QUALIFICATIONS**

- Class "C" Groundwater Texas Operator License or Class "II" Texas Wastewater Collection



## POSITION DESCRIPTION

### **JOB DIMENSIONS**

- Contact with internal and external customers, contractors, and vendors.
- Communicates effectively, verbally and in writing.
- May be required to work hours other than regular daytime schedules such as shift work, nights, weekends, and holidays.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Physical requirements include lifting up to 90 pounds occasionally. Subject to standing, sitting, walking, climbing, bending, crawling, squatting, kneeling and working in cramped and strained positions for extended periods of time to perform job scope. Subject to climbing up to 200 feet in height.

Working conditions are primarily outside with frequent exposure to inclement weather; wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; heavy traffic; deep excavations; and animals, snakes and poisonous insects. May be required to comply with requirements as specified in applicable regulations for personal protective equipment, including clearance for use of respiratory protection and other associated protective equipment. Operates company vehicle on a daily basis.

***This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.***