



Job Title:	Maintenance Technician I	Department:	Maintenance
Reports To:	Maintenance Supervisor	Location:	Coneross Creek WRF
FLSA Classification:	Non-exempt	Status:	Full-time
Date:	January 13, 2008	Direct Reports:	0
Revised:	March 17, 2021	Grade:	NE-2

Position Summary

The purpose of the position is to perform basic technical and manual work in the daily operation and maintenance of the water reclamation facility and pump stations, with an emphasis on mechanical and electrical systems, and to perform related work as required. The position works within a general outline of work to be performed and develops work methods and sequences under the general supervision of the Maintenance Supervisor or Maintenance Technician III (Senior Tech).

Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position, as necessary.

Assists with routine preventive maintenance and repairs on pumping stations, flow monitoring stations, and treatment plant equipment.

Inspects generators, batteries, oil level, and fan belts and assists with making repairs, as necessary. Replaces fuel and oil filters.

Inspects pump station wet wells, float switch operations, ventilation fans and other safety equipment.

Cleans station and helps to maintain the building and grounds.

Cleans open flume, and measures and records water level.

Inspects oil levels, gear boxes, pumps, belts or chain tension and condition, and proper operation on equipment at the treatment plant and assists with the maintenance on the equipment.

Exercises all valves to pumps. Greases motors and gearboxes, drive shafts, and bearings. Inspects and cleans filters and motor of air handling units.

Assists with repairs and rebuilds pumps. Removes pumps, hoists pumps from below ground level, and transports to shop. Replaces worn parts and components and rehabilitates pumps, motors, and other equipment before reinstalling.

Measures, cuts, bends, threads, assembles, and installs electrical conduit using such tools as hacksaw, pipe threader, and conduit bender. Installs wiring and electrical appurtenances in compliance with specifications and electrical codes.

Assists with testing continuity of circuit to ensure electrical compatibility and safety of components using testing instruments such as ohmmeter, battery, and buzzer.

Performs general clerical work as required, including preparing records and reports, completing forms, copying, and filing documents, entering and retrieving computer data, etc.

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Performs wastewater wet/dry well cleaning as needed.

Examines form and texture of parts to detect imperfections. Inspects used parts to determine changes in dimensional requirements using rules, calipers, micrometers, and other measuring instruments.

Adjusts functional parts of devices and control instruments using hand tools, levels, plumb bobs, and straightedges. Repairs or replaces defective parts using hand tools and power tools.

Lubricates and cleans parts.

Sets up and operates drill press, grinder, and other metalworking tools to make and repair parts.

Mow grass and weeds, sweeps, and mops surfaces, and performs other custodial or maintenance duties at the water reclamation facility, pump stations, and other locations as necessary or instructed.

Initiates purchase order for parts and machines.

Must be available to work nights, weekends, holidays, and/or during inclement weather events due to business necessity.

Serves on call 24 hours a day as scheduled and responds to emergency situations, as necessary.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

Position Responsibilities - Non-Essential/Other

May cut and weld steel structural members using flame-cutting and welding equipment.

May drive or operate water or septic tank pump truck.

Adheres to the Authority's safety program and regulations.

Fills in for other positions within the organization as needed.

Performs other related duties as required.

Core Competencies

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance, signaling, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as wastewater plant and pump station equipment, or the application of complex software or systems; may involve installation and testing. Involves operations of limited broad scope. Requires understanding of mechanical and electrical dangers and how to safely operate and maintain electrical equipment and components in compliance with laws, regulations, and agency policies/protocols.

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

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Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing flow, concentration, and percentages.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, schematics, plans, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing specialized technical, clerical, manual, or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with potentially long periods of concentration for accurate results and occasional exposure to unusual pressure.

Essential Skills and Experience

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED, or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess and maintain a valid SC Driver's License.

Must possess and maintain WEASC VCC Collection System Class "D" license within 12 months of hire.

Must possess confined space entry training and other safety training as deemed necessary.

Optional - Biological Wastewater Operator Level "D" license as issued by SC LLR.

May be required to obtain additional training, education, and/or certifications as required by management.

EXPERIENCE REQUIREMENTS:

Prefer one (1) to two (2) years of previous experience in the field of electrical and/or mechanical maintenance.

Beneficial Skills and Experience

Knowledge and experience performing underground utility locates.

Physical Demands and Working Conditions - ADA Guidelines					
Posture Requirements	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Balancing			X		
Bending				X	
Climbing				X	
Crawling			X		
Crouching				X	
Driving				X	
Kneeling				X	
Reaching					X
Sitting				X	
Standing					X
Twisting					X

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Walking					X
Environmental Conditions	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Cramped Area				X	
Dust					X
Fumes/Odors					X
Hazardous Chemicals			X		
Hot/Cold Temperatures					X
Outdoors					X
Noise					X
Concrete Floor			X		
Vibration					X
Teamwork					X
Stress					X
Confined Space Entry				X	
Wastewater Exposure					X
Electrical Hazards				X	
Mechanical Hazards					X
Trenching and Excavation	X				
Oral Communication					X
Written Communication					X
Reading					X
Dexterity Requirements	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Coordination					X
Foot Pedals			X		
Picking		X			
Handling		X			
Wrist Motion					X
Lifting Heights					
Lifting Requirements					
10 pounds or less					X
11 to 20 pounds					X
21 to 50 pounds					X
51 to 100 pounds			X		
> 100 pounds	X				
Pushing/Pulling Requirements					
12 pounds or less					X
13 to 25 pounds					X
26 to 40 pounds					X
41 to 100 pounds				X	
> 100 pounds	X				

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Definitions	
N/A	Activity is not applicable to this occupation
1 – 25%	Occupation requires this activity 1 – 25% of the time
26 – 50%	Occupation requires this activity 26 – 50% of the time
51 – 75%	Occupation requires this activity 51 – 75% of the time
76 – 100%	Occupation requires this activity 76 – 100% of the time

The OJRSA has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the OJRSA reserves the right to change this job description and/or assign tasks for the employee to perform, as the OJRSA may deem appropriate.

Employee Name Printed	Employee Signature	Date Signed
Manager/Supervisor Name Printed	Manager/Supervisor Signature	Date Signed

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