



Job Title:	Maintenance Technician III (Senior Tech)	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-5

Position Summary

The purpose of the position is to perform and oversee 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.

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.

Leads crew of maintenance staff and serves as the field decision-maker in the absence of the Maintenance Supervisor.

Performs routine preventive maintenance 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, cuts and edges grass, and helps to maintain the building and grounds at pumping stations and flow monitoring stations.

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.

Performs routine maintenance as prescribed by equipment manufacturers, regulatory agencies, and/or the OJRSA. Changes oil on gear box, pump, and generators. Replaces fuel filters in generators.

Inspects all electrical connections at the pump stations, generators, automatic transfer switches, pump motors, and float switches. Tightens loose connections and inspect and test fuses.

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.

Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid hazardous, and unreliable, and unsightly wiring consistent with specifications and electrical codes.

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.

Tests 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.

Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, troubleshooting, or replacement.

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, electric, and/or gas-powered tools.

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

Performs other custodial or maintenance duties at the wastewater treatment plant, pump stations, and other locations as necessary or instructed by management.

Initiates purchase order for parts and other maintenance items.

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:

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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:

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
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VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

Prefer Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in electronics technology, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

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

Must possess or be able to obtain a minimum MASC Journeyman Electrician Trade Certification within 12 months of hire.

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

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

Must possess or be able to obtain SCDHEC Cross Connection Control Limited Tester Certification within twelve (12) months from date of employment.

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

Optional - Must possess and maintain SC Department of Pesticide Regulation certifications in the following categories: Core (General Knowledge), 3 (Ornamental and Turf Pest Control), and 6 (Right-of-Way Pest Control).

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

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EXPERIENCE REQUIREMENTS:

Five (5) years of relevant experience or combination of experience and education.

Beneficial Skills and Experience

Supervision and leadership experience prior to employment is beneficial with a core knowledge of all aspects of the maintenance field.

Knowledge and experience performing underground utility locates.

Physical Demands and Working Conditions - ADA Guidelines					
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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
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			

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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				

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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