

Electrical Mechanical Technician

Job Description

Position Title	Department	Reports to
Electrical Mechanical Technician	Service	Scott Underwood
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	March 19, 2020

POSITION SUMMARY

The purpose of this role is to perform skilled electrical and mechanical work in the installation, alteration, maintenance and repair of electrical and mechanical systems, equipment and fixtures in a wastewater treatment plant, water well pumping stations and sewer and storm pumping stations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the service manager.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Install plant-related conduits, wires, relays, pull boxes, switch boards and switches required in making additions, extensions or alterations in electrical systems.
- Perform electrical preventative maintenance on wastewater treatment facilities, water wells, sewer and storm pumping systems.
- Repair and replace defective parts in motors, generators, pumps, relays, switches and other systems pertaining to wastewater treatment facility plant fixtures, water wells, sewer and storm pumping systems and appliances.
- Install and troubleshoot telemetry remote terminal Units (RTU's), circuits, communications paths and operate the main telemetry computer System.
- Troubleshoot, test and repair electrical related problems, including control circuits, electrical power protection and distribution.
- Calibrate industrial waste instrumentation flow metering systems.
- Troubleshoot and repair Engine Generator.
- Maintain records and logs of work performed.

- Use of computers for logging work completed, record keeping, equipment data retrieval using basic computer functions.
- Inspect, diagnose and perform major and minor repair work on motors, pumps, boilers, hydraulic equipment, generators, filters, automatic sprinkler systems, and other plant equipment.
- Install, replace, repair and modify equipment systems.
- Fabricate and modify parts and equipment as required.
- Inventory and secure required materials and supplies.
- Assist in all general maintenance activities at the plant as required.
- Respond to emergency work requirements 24 hours per day seven days a week.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Journey level knowledge in diagnosis and repair of electrical and mechanical equipment.
- Standard practices, materials, tools, equipment and test equipment used in the mechanical, plumbing, electrical and instrumentation repair of major and minor plant and related facilities system equipment.
- Metal fabrication and welding.
- Occupational hazards and standard safety precautions of the trade.
- Operation of internal combustion engines and electrical pump motors.

Ability to:

- Understand and carry out oral and written instructions.
- Work with high voltage equipment and machinery.
- Read and interpret blueprints, sketches and diagrams.
- Work in confined and high places with all OSHA safety rules and regulations.
- Locate and adjust defects in electrical and mechanical systems and equipment.
- Estimate repair costs.
- Work while wearing self-contained breathing apparatus.

- Use and care for tools and equipment of the mechanical, electrical and instrumentation trade.
- Demonstrate basic computer skills, including the ability to create correspondence, access job related files and enter data.
- Troubleshoot electrical control circuits.

EXPERIENCE AND EDUCATION

Experience:

Two years of experience as an Electrical Mechanical Technician.

Education:

High School diploma or GED certificate or equivalent combination of education and experience.

LICENSE AND/OR CERTIFICATE

License:

Possession an appropriate, valid Class B Driver's License at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____

Name (print): _____

Title: _____

Date: _____

Received and accepted by

Signature: _____

Name (print): _____

Title: _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.