



**Range:** SG-9  
**FLSA:** Non-exempt  
**Date:** July 1, 2022  
**Position Type:** Safety Sensitive

## **WASTEWATER PREVENTATIVE MAINTENANCE TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Assists the WW Mechanic/Electrician and performs a variety of highly skilled work in the maintenance and repair of mechanical equipment at the wastewater treatment facility, pump stations and portions of the collection system. Performs work with considerable independence in all types of climates, and is responsible for the inspection, adjustment, repair and preventive maintenance of all equipment and structures associated with the department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Wastewater or designee.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** --*Essential and other important responsibilities and duties may include, but not limited to, the following:*

#### **Essential Functions:**

1. Maintains, inspects, repairs, installs, troubleshoots, lubricates, and adjusts machinery and equipment.
2. Assists with making repairs to pumps, motors, valves, piping, control, and monitoring equipment, chemical feed equipment, sludge disposal equipment and plant facilities.
3. Assists with making repairs to heating and ventilation equipment, electrical, mechanical, lighting, pneumatic and hydraulic systems.
4. Operates a variety of shop equipment including welding, drilling, grinding, and sawing equipment, skillfully use hand and power tools, performs corrective maintenance as required.
5. Determines preventative maintenance procedures; studies and standardizes procedures to improve efficiency and effectiveness of operations and methods.
6. Reads and interprets blueprints, sketches, wiring diagrams and schematics.
7. Assists with maintaining inventory.
8. Establishes and evaluates program procedures.
9. Maintains tool, equipment, and supply inventories.
10. Maintains preventative maintenance records and files.
11. Calibrates, modifies, or repairs instrumentation and control equipment including recorder, flowmeters, and other wastewater quality monitoring equipment.
12. Closely follows the cleaning and maintenance schedule of the plant facility and associated buildings to maintain a clean and orderly facility.
13. Assures the quality of materials, equipment, facility, procedures, and operations; perform

- corrective repairs or actions as needed.
- 14. Maintains files and records regarding repairs and activities.
- 15. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Standard practices, methods, tools, materials, chemicals, processes, and equipment relating to wastewater treatment and lift station systems.
- Mechanical, hydraulic, pneumatic, plumbing, heating, and ventilating, electrical trades and building maintenance.
- Occupational hazards and safety precautions required when working in the wastewater treatment field.
- Operating principals of pumps, valves, chemical feed equipment, electrical and pneumatic controls, electric power supply for motors and controls, emergency generators and repair methods applicable to all treatment plant equipment.
- Preventive maintenance practices, including record keeping on computer programs.
- Use and maintenance of hand and machine tools used in treatment plant and lift station maintenance and repair work.
- Principles and practices of wastewater treatment plants.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Establish and maintain effective preventative maintenance programs for the utility.
- Effectively keep thorough and accurate records and make reports
- Adapt available tools and repair parts to specific repair problem and to recommend equipment to make repairs more effective and efficient.
- Understand and follow oral and written instructions.
- Work in organized team efforts and assist in problem-solving, work-related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

- Three years' experience relating to the construction, repair and maintenance of all types of equipment relating to wastewater treatment plant and lift station systems.
- Training and experience in the operation and maintenance of plant systems and equipment, supplemented by or including course work in the operation and maintenance of mechanical,

hydraulic, pneumatic, and electrical equipment.

- Experience and skill in locating and adjusting defects in treatment plant equipment and skill in the use and care of hand and machine tools employed in treatment plant repair work.
- Working knowledge or ability to learn computer operations, procedures, and software (i.e. word, Excel, and plant monitoring software for preventative maintenance program).

**Education:**

Graduation from high school or GED equivalent.

**License or Certificate:**

- Possession of, or ability to obtain, an Arizona driver's license within two months of hire.
- A valid Arizona CDL driver's license is desired but not required for this position.

**WORKING CONDITIONS**

**Environmental Conditions:**

Wastewater treatment plant environment; exposure to noise, grease, smoke, fumes, gases, electrical energy, biohazards, work in or with water; work on slippery or uneven surfaces.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate or light to moderate lifting; standing, walking, or sitting for prolonged periods of time; operating motorized equipment; working in inclement weather conditions, general manual dexterity.