CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Maintenance Worker 3/Plant Operations**	**UNION:114**
		SG:10
CLASS TITLE:	**Maintenance Worker 3**	**CS:E/P**
		FLSA:Y
DEPARTMENT:	**Public Works/Operations**	**EEO4CODE:SC**

JOB SUMMARY:

Performs maintenance work on assigned buildings, facilities and equipment; also performs occasional custodial duties. Coordinates and performs maintenance tasks in electrical, electronics, mechanical, pneumatics, plumbing, heating ventilation and air conditioning (HVAC), carpentry, painting and surface preparation. Operates various types of specialized equipment. Oversees the work of outside contractors.

SUPERVISORY RELATIONSHIP:

Reports to the Supervisor of the Water Treatment, Wastewater Treatment, or Plants Maintenance. Receives work direction and training from higher classified positions in the unit. Works independently under general supervision in carrying out assigned work according to City and department policies, procedures, and regulations. May serve as lead and assist in training Utility Workers and temporary or regular non-benefitted employees to ensure delivery of high quality services.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs preventative maintenance such as inspection; lubrication; checking tolerances; and exercising pumps, motors and compressors. Inspects instrumentation, telemetering, chemical metering equipment, water and wastewater equipment. Completes new installation reviews, inspections, equipment quality control, and punch lists.

2. Performs repairs on electrical circuits, steam or waterlines, plumbing fixtures, and lights. Replaces circuit breakers and receptacles; disassembles/cleans/reassembles electrical and mechanical equipment.

3. Performs repairs, maintenance and new installation of various electrical systems including lighting, motors, pumps, controllers, HVAC, fans and compressors. Performs repair, renovation and new construction work of irrigation, plumbing, and wastewater equipment. Operates specialized power driven equipment and specialized test equipment. Utilizes ladders and high lift equipment.

4. Performs repair, alteration and installation work to City buildings and equipment involving carpentry, painting, masonry and other repetitive manual skills.

5. Initiates and performs corrective maintenance such as diagnosing, troubleshooting, replacing, adjusting and rebuilding defective machinery, equipment and associated systems.

Calibrates and adjusts equipment such as pneumatic controls, HVAC systems and wastewater equipment.

6. Makes on-site assessment of projects; determines appropriate equipment and materials to complete work according to specification, verbal instruction and/or established procedures. As necessary, adapts equipment and materials to meet specific requirements. Performs related duties as required.

7. Inspects buildings, grounds and equipment regularly and as needed. Makes necessary repairs and/or modifications as needed and/or reports damage to supervisor.

8. Logs, charts, records and reports to maintain accurate records of equipment and maintenance performed utilizing computer and specialized facility computer programs and software.

9. Maintains equipment supplies, parts catalogs, and equipment maintenance records with the use of computers. Orders parts, tools and supplies, as needed, through City Purchasing Division.

10. Performs waste treatment plant service (for example: cleans floors, clarifiers, incinerators and grounds; and maintains protective coatings of facilities) and cleans water and wastewater treatment equipment (for example: reservoirs, pump stations, pumps, wet wells, dry wells, lift stations).

11. Performs grounds maintenance including the removal of leaves and debris from parking lots and city common areas and cleans building exterior.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties of similar nature or level within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to perform maintenance tasks in all the skilled trades: electrical, electronics, mechanical, pneumatics, plumbing, HVAC, carpentry, painting and surface preparation.
- Ability to operate safely and efficiently a wide variety of power equipment and hand tools , including, but not limited to, table saws, chop saws, drill presses, portable 30’ lifts, power snakes, Hilti fastening systems, pressure washers, blowers, rakes, shovels, chain saws, mowers, forklifts and lift trucks.
- Ability to operate City e-mail system and basic word processing programs.
- Ability to communicate effectively orally and in writing.
- Ability to legibly complete forms and other documents.
- Ability to perform simple additions, subtraction, multiplication and division.
- Ability to follow written and oral directives including instructions on labels for the proper use of cleaning materials. Ability to measure and mix cleaning solutions according to directions.
- Ability to understand and use appropriate safety equipment, wear protective clothing and follow standard safety practices.
- Knowledge of cleaning methods, supplies and safety practices in custodial/maintenance work.
- Ability and willingness to demonstrate the Public Service competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:

- Manual dexterity sufficient to operate hand and power equipment safely and efficiently;
- Read instructions;
- Work safely around equipment;
- Effectively monitor and respond to voice radio and crew communications and alarms in a noisy environment;
- Continuously perform work near the floor;
- Ascend to, and work from, heights of up to 100 feet;
- Work occasionally in confined spaces;
- Lift and transport heavy objects of approximately 50 lb. frequently;
- Lift and transport weights of approximately 100 lbs. utilizing proper body mechanics, mechanical and other assistance.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions in an industrial plant environment at the water and wastewater plants, pump stations and other facilities of the water distribution and sewage collection systems. The work is in a high-risk environment which requires special safety precautions, such as working around high speed, high horsepower and high voltage rotating equipment; with irritant chemicals; and with exposure to raw sewage. Employees are required to use appropriate safety equipment, wear protective clothing and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of two years direct experience in maintenance or three years experience in one of the trades (electrical, mechanical, HVAC, or plumbing). Completion of a certified educational program in maintenance may substitute for the two years of experience.
- Two years experience safely operating a wide variety of power equipment and hand tools.

NECESSARY SPECIAL REQUIREMENTS:

- Must obtain and maintain WD4 First Aid card and WDL1 Fork List Operations card within one year of employment.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire
- Ability and willingness to be called out in response to occasional maintenance emergencies.
- Must be willing and able to work outdoors in all types of weather, at heights to 100 feet, in confined spaces, work with exposure to raw sewage, and in proximity to potential chemical and industrial hazards.

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10/09

REVIEWED BY: _____
Ted Carlson, Director
Public Works

ALLOCATION REPORTED TO CIVIL SERVICE COMMISSION: November 12, 2009