

## CITY OF COOS BAY

### PUBLIC WORKS AND COMMUNITY DEVELOPMENT DEPARTMENT

#### LEAD MAINTENANCE MECHANIC

**GENERAL STATEMENT OF DUTIES:** The Lead Maintenance Mechanic assists the Collections and Maintenance Supervisor in planning, organizing, operating, and maintaining the city's two wastewater treatment systems (WWTS), activated sludge type secondary treatment, anaerobic digestion, biosolids management program, and wastewater laboratory. This position leads the team responsible for the preventative, corrective and predictive maintenance of the city's wastewater treatment systems, pump stations and all associated equipment.

**SUPERVISION RECEIVED:** Works under the general guidance and direction of the Water Quality Administrator or their designee.

**SUPERVISION EXERCISED:** Supervision is limited to the maintenance of the wastewater treatment system and the wastewater and stormwater collection system, and lagoon facility. This is a lead worker position. Positions in this classification are responsible for lead work and/or coordinating the work of assigned employees on a recurring daily basis upon assignment of the supervisor. This position performs the following work in a lead role: assigning, reviewing, and approving work; mentoring, coaching, and training; and providing input on performance. Additionally, this position will coordinate and execute maintenance tasks with the other mechanics, in-house personnel and outside contractors while performing maintenance activities and repair services. The Lead Maintenance Mechanic shall spend a substantial portion of their time [fifty percent (50%) or more] in performing non-supervisory related or non-administrative duties.

**TYPICAL EXAMPLES OF WORK:** An employee in this classification may perform any of the following duties. The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Performs as a lead worker to three or more assigned employees on a recurring daily basis; provides technical and non-technical training and guidance concerning work procedures; plans, assigns, and re-assigns work; monitors and approves work for completion and conformance with quality and safety standards; and provides informal assessment of workers' performance to supervisor(s).
2. Plans, oversees and performs preventative maintenance which includes equipment inspections, exercising and adjustments, equipment cleaning, lubrication, oil changes, rotating and aligning equipment.
3. Plans, oversees and performs corrective maintenance which includes equipment troubleshooting, repair, rebuilds, and replacements.
4. Plans, oversees and performs predictive maintenance, which includes thermal imaging, temperature monitoring, evaluation, vibration and bearing analysis.

5. Plans and performs electrical distribution, instrumentation/control, equipment troubleshooting, repair, rebuilds and replacements.
6. Orders and maintains an inventory of parts and supplies for maintenance activities.
7. Assists in utility project management and/or quality control.
8. Maintains a clean and organized shop.
9. Uses and administers the use of a computerized maintenance management system and maintenance request system for utilities division personnel.
10. Proficiency in the use of computers for record keeping, communicating, evaluating and executing maintenance activities.
11. Communicates maintenance activities and needs to their supervisor.
12. Oversees and uses hazard communication and safety practices for all maintenance activities.
13. Coordinates maintenance activities with the work performed by operators, public works and contractors.
14. Exercises appropriate independent judgment and corrective action in response to equipment malfunctions, chemical spills, potential permit violations and other emergencies.
15. Abides by the rules and regulatory guidelines established by the City of Coos Bay, OR-OSHA, EPA, DEQ specific to the operation of the wastewater system.
16. Assists in the training of lower-level employees performing the duties of maintenance, construction and repairs of utility systems. Performs all duties in conformance with appropriate safety and security standards.
17. Must maintain positive and cooperative working relationships with city staff, other organizations, and the general public.
18. Operates and trains others to operate and maintain sanitary sewer pump stations, including troubleshooting of motors, pumps, valves, mechanical and related equipment.
19. Responds to pump station alarms and/or any related failure to collection system operated and maintained by the city. Reports all "spills" to the Department of Environmental Quality (D.E.Q), as required by State and Federal regulations.
20. Responds to emergency calls during business hours and after hours, and coordinates emergency response activities. Must be able to respond to calls within 30 minutes. If situation warrants it, must be able to respond on site within 60 minutes.
21. Be responsible to be on call after normal working hours, weekends, and holidays per the schedule assigned by their supervisor.
22. Represents the City of Coos Bay by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

23. Communicates well both verbally and in writing and works effectively with both internal staff and external contacts including consultants, regulators, and others.
24. Serves as a member of various city committees as assigned.
25. Assists other staff in the performance of their duties as assigned.
26. Maintains regular job attendance and adherence to working hours.
27. Operates a motor vehicle safely and legally.
28. Other duties as assigned.

### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

**KNOWLEDGE, SKILL AND ABILITY:** Must have the minimum requirements under this section and "Experience and Training". Requires effective oral and written communication skills. Is proficient in the operation of standard office equipment including computers; and operation of listed tools and equipment used. And poses the skill and experience in dealing with the public. Must have the ability to plan, assign, and supervise the work of assigned team to accomplish goals and objectives; and prepare and present comprehensive written and oral reports on technical and complex issues to a nontechnical.

#### Special Requirements:

- Possess a valid state driver's license with a clean driving record,
- Possess or have the ability to acquire an Oregon Commercial Driver's License (CDL) Class A with a Tank Truck endorsement. CDL Permit must be obtained during the probationary period and full CDL license within one year of hire date. CDL must not show a code O Restriction.
- Ability to wear hazard appropriate personal protective equipment.
- 5 years' experience in a Water or Wastewater treatment facility or industrial environment performing maintenance related duties or a combination of.

Ability to become trained and certified in: First Aid and CPR, Confined Space Entry, Public Agency Work Zone Traffic Control Class and obtain Flagger Certification, Cave-in Protection/Competent Person Training, and Fork Lift Operation. Employee will be subject to random drug screening. This position is considered "Inclement Weather Standby" and depending upon conditions, may be designated as a "First Responder" which is considered essential personnel. Should this designation occur in the event city offices close due to inclement weather, etc., you will be required to report to work for your scheduled shift, as well as any overtime or extra hours required. This position is subject to a rotating "on-call" schedule after training has been completed.

Ability to drive standard and automatic trucks and to operate a forklift. Ability to diagnose, troubleshoot, repair, align and rebuild various types of equipment including electrical and electronic distribution, instrumentation, control, hydraulic, pneumatic and mechanical valves, pumps, compressors, motors and HVAC. Advanced computer skills with proficiency in MS Office products (Word, Excel, Outlook, etc.) and database software; Wonderware programming, SCADA systems, scheduling software. Ability to communicate effectively both orally and in writing with the public, members of outside agencies, and employees. Advanced knowledge of routine preventative, predictive and corrective maintenance methods. Knowledge of current Federal,

State, and City of Coos Bay laws and regulations applicable to the duties and responsibilities of the position. Advanced skillset in proper use of electrical and mechanical tools and instruments. Proficiency in reading and understanding technical manuals, blueprints, CAD files and drawings. Ability to properly use any appropriate personal protective equipment including respiratory protection.

Requires the ability to independently perform and train others in a variety of skilled and semi-skilled maintenance, construction, and repair work in the area of work assigned and participate with other specialist in related areas; operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner; read and understand oral and written instructions, diagrams, maps, and blueprints; use a personal computer to access and print maps and other printed material and to store field data; accurately estimate and record labor and material costs connected with work assignments; work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city; and establish and maintain positive and cooperative working relationships with city staff, other organizations, and the general public.

**ESSENTIAL FUNCTIONS:** An employee in this position must have the ability to read and interpret complex regulations; to multi-task and complete work in a timely and accurate manner; to work independently; to communicate effectively orally and in writing. Must have a thorough knowledge of modern principles, practices and techniques in mechanics, construction, engineering, and administration, especially in the area of wastewater treatment and collections. Must be able to develop and maintain positive cooperative team-oriented relationships with co-workers, supervisors, managers, and other you come in contact with.

**EXPERIENCE AND TRAINING:** Graduation from high school or GED. A minimum of 5 years' experience in a water or wastewater treatment facility or industrial environment performing maintenance related duties or a combination. Previous experience with lathes, milling machinery, powder coat spray and bake ovens, plasma cutters, cutoff and metal cutting band saws and various welding equipment. Any satisfactory combination of experience, training or education which demonstrates the knowledge, skills and/or abilities necessary to perform the essential job duties and responsibilities may be considered. Possession of a Maintenance Millwright and/or Limited Maintenance Electricians License (LME) is preferred but not required.

**TOOLS AND EQUIPMENT USED:** Operation of motor vehicles including trucks, dump truck, crane truck, Vactor truck, forklifts, wheel loaders and utility vehicles is required, as well as operation of small tools, tamper plate, compactor, saws, pumps, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, ditch witch power equipment, etc. The use of personal protective equipment appropriate to the hazard will be required. The position requires skill in the use of phone, personal computer and virtual desktop infrastructure environment (tablet), MS applications, including word processing, spreadsheet, scheduling, and other software, SCADA systems, Wonderware, network-connected copy machine with scanning, and other office equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job. In the performance of job duties, the work is non-sedentary in nature and involves driving, standing, walking on uneven sometimes slippery surfaces; climbing, kneeling, crouching, bending, stooping, squatting and lifting to move construction equipment or tools (up to 50 lbs. frequently and 50-100 lbs. occasionally). While

performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Activity and types of duties performed require manual dexterity, coordination and endurance. This position requires the ability to work in confined space areas and to wear the hazard appropriate personal protective equipment. Must also be able to observe, listen, feel, smell and communicate. In the performance of job duties, the employee will work in an office setting as well as outdoors and can be exposed to inclement weather. A significant amount of outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Specific vision abilities required for this job include close, distance, and color vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work.

**WORK ENVIRONMENT:** Work will be performed indoors and out in all possible weather conditions. This will include stairs, concrete, gravel, dirt, office buildings, industrial spaces, and near moving equipment. This position may be exposed to biological and chemical hazards, dirt, oil, grease, grass, pollen, noise and electrical or mechanical hazards. Entry into confined spaces may be required. The use of personal protective equipment appropriate to the hazard will be required. The employee occasionally works near moving mechanical parts and in high, precarious places and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee will work in a variety of locations with varying hazards. The employee will be provided with appropriate safety training and equipment.

**GUIDELINES:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**UNION STATUS:** Represented

**FLSA STATUS:** Non-Exempt

**FTE STATUS:** 40 hours/7-day work period, subject to change for operational necessity

**GENERAL SCHEDULE:** Monday through Friday 7:00am – 3:30pm, subject to change for operational necessity

Approved by the City Manager: March 12, 2021