

City of Dunedin, Florida
Class Description

Position Title: **Water Maintenance Mechanic - GR 17**
Public Works and Utilities Department
Water Division

General Description of Duties

Under general supervision, performs skilled and semi-skilled work in the maintenance and repair of system components to ensure uninterrupted operation of the City's reverse osmosis water plant, raw water supply wells and off-site storage tanks. Coordinates the work of contractors, professionals and vendors providing technical assistance. Performs related work as required. Reports to the Water Plant Superintendent.

Specific Duties And Responsibilities

Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Maintains and repairs water treatment plant chemical feed systems, maintains and repairs pumps and associated equipment for the water treatment plant and off-site pump stations.

Maintains and repairs plant, offsite pump station, and wellfield PLC and SCADA telemetry systems.

Repairs and installs pipes, valves, and fittings within water treatment plant, offsite pump stations, and well sites.

Troubleshoots, adjusts and repairs electrical panels and motors within water treatment plant, offsite pump stations, and well sites.

Coordinates and secures rental equipment as needed for Water Division activities.

Coordinates and schedules activities of outside providers, including contractors, engineers, geologists, technicians, vendors, etc., required for Water Division activities.

Performs welding and parts fabrication.

Obtains price quotes for parts and materials required for daily tasks; orders parts and assists in maintaining inventory.

Maintains Water Division equipment and machinery, including sandblasting, pressure washing, sanding, and painting equipment.

Operates heavy equipment as required in the performance of daily tasks; equipment includes a backhoe, front end loader, fork lift, trucks, etc.; uses other equipment and tools including pumps, tapping machine, welding tools, mechanic's tools, cutting torch, generator, calibration equipment, lab equipment, and various other hand and power tools.

Responds to emergencies as required. Subject to call back, includes nights, weekends and holidays.

Compiles data for and prepares a variety of required reports, maintains records.

Attends meetings, workshops, and training to enhance job knowledge and skills.

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Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, typing reports and records, entering computer data, copying and filing documents, etc.

Performs other related duties as required.

Minimum Training And Experience

Requires a high school diploma or GED equivalent plus vocational coursework in welding, electrical and mechanical repair, pneumatics, hydraulics, Supervisory Control and Data Acquisition (SCADA), programmable logic controller (PLC) and telemetry systems, etc., supplemented by a minimum of five years of responsible experience in public water systems maintenance and repair.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Requires a valid Florida driver's license.

Water Distribution "C" License and/or Water Operator "C" License a plus.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Water Maintenance Mechanic position. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of water production systems and their maintenance and repair, and other fields applicable to the requirements of the position. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is skilled in making repairs and adjustments to equipment. Is able to help coordinate division activities with others in order to accomplish goals and complete projects. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the department and the City. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Performance Aptitudes

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

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Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including a backhoe, forklift, trucks, welding tools, pumps, hand and power tools, computer, etc.

Verbal Aptitude: Requires the ability to use a wide variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations involving algebra and geometry; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA Compliance

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform skilled movements, as in mechanical repair work.

Sensory Requirements: Some tasks require visual, depth, texture, olfactory and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust smoke/pollen, strong odors, wetness/humidity, toxic/poisonous agents, electric currents, machinery hazards, traffic hazards, and noise extremes.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPROVED:



Public Works & Utilities Director / City Engineer

4/13/18

Date