

ASSISTANT MAINTENANCE MANAGER/WASTEWATER DIVISION

JOB SUMMARY

GENERAL DUTIES:

This is highly skilled work at the master level in the maintenance and repair of a wide variety of complex mechanical machinery, SCADA, electronic control systems and equipment. The Assistant Maintenance Manager works under the supervision of the Maintenance Manager. The Assistant Maintenance Manager will supervise work in the absence of the Maintenance Manager and organize and direct day to day activities.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform highly skilled tasks in the preventive maintenance and repair of pumps, pneumatic controls, compressors, electric motors, and valves and controls. In addition, the Assistant Maintenance Manager organizes and directs work activities, orders parts and equipment, and schedules daily work activities in the absence of the Maintenance Manager, and updates and installs industrial control software.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Makes mechanical repairs to pumps, pneumatic controls, and compressors; lubricates equipment and checks for malfunctions.
2. Diagnoses issues with complex control equipment and designs and establishes new software control screens for process equipment
3. Replaces packing in pumps and valves, adjusts and cleans bar screens, comminutor and wier plates.
4. Cleans out pipes and performs other plumbing and pipefitting tasks as required.
5. Uses gas and/or arc welding equipment to heat, cut, braze, or weld
6. Performs minor electrical repairs as required; troubleshoots complex computer control systems to include programming PLC's and the implementation of programming changes to enhance existing and new process equipment. Ability to use and understand SCADA control systems.
7. Installs and sets up new equipment.
8. Assists in keeping maintenance records to assure proper performance of maintenance work or repairs. Maintains Vueworks data base and generates reports to assist the Maintenance Manager in budget and CIP development.

- 9. Performs maintenance and repair tasks on building, structures, equipment and grounds.
- 10. Plans work, directs, and supervises Mechanic I and II's on a daily basis and in the absence Maintenance Manager.
- 11. Orders parts and supplies as needed and within budget parameters and maintains an inventory of spare parts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of standard practices, methods, tools and materials of the electrical and mechanical trades; thorough knowledge of the principles of operation and the occupational hazards connected with general maintenance operations and ability to observe and enforce safety precautions; ability to understand and carry out complex oral and written instructions; skilled in the use and care of hand and machine tools; mechanical aptitude, etc. The Assistant Maintenance Manager will be required to supervise, direct, and plan daily work activities in the absence of the Maintenance Manager as well as order and specify parts as needed.

MINIMUM REQUIREMENTS

Associates degree or trade school diploma. Three years' experience in the operation and maintenance of heavy equipment; OR any equivalent education and experience that demonstrates the possession of the required knowledge, skills, and abilities. In addition, 1-3 years of management level experience is required. CDL-B with air brake endorsement a preferred.

Note: this job description is intended to be indicative and not specific.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
Hearing: Necessary for taking instructions and receiving information.
Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8
Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8
Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 50% Outside: 50 %

EQUIPMENT USED: (ie – computer, phone, fax, jackhammer, backhoe, various hand tools, etc)

Heavy Equipment – motorized, various hand tools,

LICENSURE/CERTIFICATION REQUIREMENTS:

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

HS Diploma or GED. Three years experience in the operation and maintenance of heavy duty equipment; OR any equivalent education and experience that demonstrates the possession of the required knowledge, skills, and abilities.

Specific Vocational Preparation Requirement(s):

This refers to how much prior experience a person needs before being able to do the job.

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

DEFINITIONS OF DURATION OF PHYSICAL ACTIVITIES

<i>Rarely:</i>	<i>Activity exists up to 1/8 of the time on the job.</i>
<i>Occasionally:</i>	<i>Activity exists up to 1/3 of the time on the job.</i>
<i>Frequently:</i>	<i>Activity exists up to 2/3 of the time on the job.</i>
<i>Constantly:</i>	<i>Activity exists over 2/3 of the time on the job.</i>

CONTROLS AND EQUIPMENT:

HAND MANIPULATION

Grasping: Frequently Required
 Handling: Frequently Required
 Torquing: Frequently Required
 Fingering: Frequently Required

PHYSICAL ACTIVITY REQUIREMENTS

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required
LIFT 11 to 25 lbs.: Occasionally required
LIFT 26 to 50 lbs.: Rarely required
LIFT over 50 lbs.: Rarely required

CARRY up to 10 lbs.: Frequently required
CARRY 11 to 25 lbs.: Occasionally required
CARRY 26 to 50 lbs.: Rarely required
CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Occasionally required
REACH at shoulder height: Frequently required
REACH below shoulder height: Occasionally required

PUSH/PULL: rarely required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally Required
Bending: Occasionally Required
Crawling: Occasionally Required
Squatting: Occasionally Required
Kneeling: Occasionally Required
Crouching: Occasionally Required
Climbing: Occasionally Required
Balancing: Occasionally Required

WORK SURFACE(S)

Uneven surfaces in wastewater environment, construction sites, landfill, paved and unpaved roads, loose sand and dirt surfaces, outdoor winter condition surfaces.