



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Maintenance Technician II **LAST UPDATED:** 11/20/2015
DEPARTMENT: Public Works **JOB CLASS:**
REPORTS TO: Utility Operations Supervisor **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Utility Operations Supervisor in Public Works' Operations Division, the Maintenance Technician II monitors and performs preventative maintenance, repairs and installations on all City Water Pump Station, Sewer Lift stations, and Reuse Stations.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Investigates and reports mechanical failures in pump stations.
- Performs routine and preventative maintenance on pumps.
- Operates and maintains pump stations.
- Make general repairs and replacements on faulty units (MCC Panel/SCADA, Standby Generators, etc.)
- Performs routine maintenance on automatic control valves, vertical turbine pumps and turbidity meters and pumps when necessary.
- Inspects pumps for performance, clogs, turbidity maintenance, etc.
- Ensures carbon filters are property cared for and maintained.
- Maintains, installs, repairs, replaces and connects/disconnects utility services, water meters, sewer and water lines to complete work orders and assignments.
- Organizes tools, equipment and supplies necessary to complete assignments.
- Performs routine inspections of assigned areas to detect any necessary repairs or hazardous conditions.
- Performs chloramine and chlorine sample testing.

Other Important Duties:

- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Travels to attend meetings and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of general maintenance and repair techniques for water pump stations and reuse stations.
- Knowledge of the operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of hydraulic principals, and basic electrical principals.
- Knowledge of City policies and procedures.

- Understands the water systems operating technique, and has general knowledge of SCADA operations.
- Knowledge of water systems operating techniques and SCADA operations.
- Ability to operate and maintain lift stations.
- Ability to work in small and/or confined spaces.
- Skill in following oral and written communications.
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Skill in operating assigned equipment and tools.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Must possess High school diploma or GED **and** two (2) years' of progressively responsible maintenance experience **or** equivalent combination of education and experience.
- Must possess Class II Waste Water Certification
- Must possess Class C Water Certification
- Must pass a pre-employment drug screen, physical agility assessment, MVR and criminal background check.
- Must possess State of Texas Class A CDL Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment.
- May be subject to repetitive motion and heavy manual labor such as painting, digging, building concrete forms, repairing asphalt, transporting, delivering and picking up trash containers and recyclables and water meters.
- May be subject to extended periods of sitting, standing, bending, reaching, kneeling, entering enclosed spaces, climbing ladders, and lifting such as repairing water and sewer lines, installing meters, weeding, landscaping, mowing grass and operating other equipment.
- May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects.
- Must be able to lift up to 80 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes hand/power tools and equipment specific to area of assignment, ladders, testing equipment, generators, water pumps, and department vehicles.

Approved By:

Kevin Grant, Assistant Director – Public Works

Date



Shannon Allyn, HR Generalist

12/09/2015

Date

