

WIDEFIELD WATER AND SANITATION DISTRICT
Mechanical Electrical Specialist

Job Title: Mechanical/Electrical Specialist
Department: Wastewater
Reports To: Wastewater Supervisor
FLSA Status: Non-exempt
Prepared Date: 10/2018
Approved By: Lucas Hale, District Manager
Salary Grade: Grade 8/ \$74,506.00 to \$102,710.00
Status: Active

SUMMARY

This position involves working on, installing, removing, and troubleshooting mechanical and electrical components and equipment such as pumps, motors, variable frequency drives, relays, programmable logic controllers (PLC's), pressure gauges, flow meters, sensors, security equipment, lighting, and other equipment utilized in the maintenance and operation of water and wastewater.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintains pumps, motors, control equipment, electrical panels, lighting, VFD's, PLC's, telemetry, sensors, gauges, flow meters, and other equipment used in the water and wastewater industry. Includes equipment at treatment plants, lift stations, well sites, tank sites, vaults, and throughout the system.
2. Removes, replaces, rebuilds, and troubleshoots pumps, motors, valve operators, and controls equipment.
3. Performs preventative and corrective maintenance on equipment, vehicles, and buildings.
4. May perform other duties to maintain facilities such as pouring concrete, running conduit, piping, painting, and structural repairs.
5. Repair, install, or remove lighting fixtures and components such as ballasts.
6. Troubleshoot electrical and mechanical problems on equipment used in the water and wastewater industry.
7. Write work orders on work needed, complete work orders and perform preventative maintenance. Perform condition assessment and inform manager on the condition of equipment, needed replacements, repairs, or improvements. Report all major problems discovered or foreseen. Work with asset management programs to track condition assessment and preventative maintenance of equipment, buildings, and electrical systems.
8. Maintain inventory of spare parts and necessary tools and equipment to perform tasks safely.
9. Prioritize work in order of importance and discuss with supervisor/manager when conflicting priorities arise.

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10. Must be willing to work overtime, holidays, and weekends as needed.
11. This position may be required to be on-call on a rotating basis with a 30-minute response time.
12. Must respond to and for emergencies as requested and must have the ability to respond within 30 minutes.
13. Must perform work in a safe manner utilizing the proper safety equipment and methods.
14. This position is expected to work in all departments within the District to provide mechanical, electrical, and building maintenance support wherever it may be needed.
15. Other duties required and assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and a minimum of four years experience working in the electrical industry with additional experience in the mechanical field, specifically working on pumps, motors, electrical equipment, communications equipment, testing equipment, troubleshooting electrical and mechanical problems, etc. Supplementary formal or on the job training in instrumentation and process control, PLC's, VFD's, and pumps/motors is preferred. Must be proficient in Microsoft Office to include Word and Excel. Must have the ability to learn new computer programs as required by the District.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with manager, customers, co-workers, vendors, and contractors is essential.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to read and utilize equipment manuals, diagrams, and schematics is an essential requirement. Must understand efficiency such as electrical efficiency and be familiar working with percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to read construction and mechanical/electrical plans and drawings.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have completed lock out tag out training and electrical safety training prior to employment. Must know how to use a voltmeter, amperage meter, mechanical tools, winch, hoist, conduit bender, and other

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tools and equipment used in the maintenance and repair of equipment used in the water and wastewater industry. Must have completed or must complete within one-year of employment, formal courses on VFD's, PLC's, and Instrumentation and Process Controls. Complete arc flash course. Mechanical and Electrical Certification with CWEA is preferred. Must obtain CPR/First Aid certificate within six months of employment. Must possess a Colorado driver's license and be insurable by District standards.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; and extreme heat. Un-sanitary conditions and equipment. May be exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment is usually loud and can be dusty, wet, slippery, and dangerous.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.