



UTILITIES/MAINTENANCE MECHANIC

Division/Department: Maintenance
Shifts: Monday – Friday and as needed
Job title: Utilities Mechanic
Reports to: Maintenance Manager

Level/Grade:	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours ___ 40 ___/week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/ Scope of Position

Performs a variety of skilled mechanical work in connection with the overhaul, maintenance and repair of a variety of mobile and stationary mechanical plant machinery and equipment and provides primary service and upkeep to plant production support systems; and performs related duties as required.

Responsibilities/Duties (inclusive of but not limited to):

- Operate, lubricate, overhaul, and repair a wide variety of plant equipment.
- Test, evaluate, and make basic repairs and modifications to ventilation and HVAC systems to maintain optimal operational performance.
- Troubleshoot and repairs steam and hot water equipment.
- Troubleshoot, maintain and repair air and gas compressors, water meters, back flow devices and pumps, valves, centrifuge and vacuum conveyance systems.
- Non – destructively test all parts of boiler for cracks and breaks.
- Remove and replace coils.
- Replace valves and associated equipment on gas and steam turbines, steam distribution



systems, boiler and other related systems and equipment.

- Perform daily testing of boiler water systems.
- Read, understand and troubleshoot general electrical jobs.
- Ensure proper care in the use and maintenance of equipment and supplies.
- Promote continuous improvement of workplace safety practices.
- Inform manager of problem areas and oversee necessary corrective actions to ensure maximum operation.
- Maintain accurate and complete maintenance records for the work performed.
- Perform a variety of manual labor in adverse working conditions.
- Use a variety of maintenance equipment in a safe and effective manner.
- Perform preventive maintenance of wastewater treatment plant pumping mechanisms.
- Operate electric or gas welding equipment to modify or fabricate equipment.
- Work with third – party contractors in maintenance and repair of plant support systems.
- Perform various maintenance jobs of plant buildings and grounds.
- Perform all mechanical duties with OSHA safety rules and regulations at all times.
- Perform related duties and responsibilities as required.

Physical Demands

While performing the essential functions of this job the employee is required to:

- Continuously (76%-100%) Talks, stands, walks, bends, goes up and down stairs.
- Frequently (51%-75%) Uses hands and fingers to handle or feel.
- Occasionally (25%-50%) lifts 26 to 100lbs.
- Rarely (1%-25%) balances, stoops, kneels or crawls.

Work Environment

This job takes place in a plant environment and in the outdoor elements year round. While performing the essential functions of this job exposure to the following elements occurs:

- Frequently (51% to75%) wet and slippery floors.
- Frequently (25% to 50%) dry flat plant floors.
- Occasionally (10% to 25%) work in high place on lifts or ladders, work with chemicals.
- Rarely (1% to 10%) work in outdoor weather conditions, extreme cold or heat.

Personal Protective Equipment Needed

The use of PERSONAL PROTECTIVE EQUIPMENT as follows:

- When working indoors: need to wear plant captive clothing, hearing protection, safety glasses and slip resistant work shoes during your regular job in all areas of the plant.
- When working outdoors: need to wear outdoor clothing or coveralls and protective foot gear to cover plant captive clothing.
- When working with chemicals you will need to wear, safety goggles, face shield, rubber gloves and a chemical – resistant apron.



Job Hazard Assessment

The following are hazards that the employee may come in contact with while performing his/her job duties:

- The employee may work in a wet, dry, hot cool, cold, humid bright areas and/or conditions.
- The employee will be working on lifts and ladders at heights with protection.
- While performing light maintenance the employee may be exposed to sharp objects, hot objects, fumes from paint and supplies.

Education/Training

- High School Diploma or equivalent.
- Four (4) years trades or construction experience to include industrial repair and maintenance, automotive or diesel mechanics, heating ventilation and air conditioning, plumbing or related field to include (1) year experience as a Utility Mechanic.

Skills

- Operate all department equipment per published/ current process specifications.
- Generally understand process requirements.
- Must be able to perform routine machine adjustments.
- Ability to learn new concepts, and be an active member of operating the department.
- Willing to work with others, collaborating and compromising where necessary; promptly share relevant information with others.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Basic computer skills.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Strong communication and interpersonal skills.
- Efficiency and time management skills.
- Ability to work under pressure.



Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.