



Title: Lead Utility Mechanic

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to perform journey level maintenance and repair work on water and wastewater process specialized equipment located at treatment plants, lift stations, well and booster sites and to act as a lead to other maintenance mechanics and workers. This is accomplished by performing a wide variety of advanced and specialized duties, providing technical guidance, assigning and monitoring work, and assisting staff with complicated and difficult assignments. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides technical advice to Utility Mechanics, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
2	H	Maintains large and specialized equipment; troubleshoots cause of equipment failures and makes repairs, installs new or replacement equipment, including leveling, adjusting, aligning and wiring pumps.
3	S	Develops and recommends Standard Operating Procedures for routine maintenance activities for work orders. Maintains records and reports pertaining to maintenance schedules, including activities, labor and cost using the Computerized Maintenance Management System.
4	M	Installs equipment and plans improvement projects; researches costs of improvements and calculates return on investment, purchases and installs new equipment or components to upgrade, modify, or improve existing equipment; provides input and makes recommendations regarding mechanical equipment for new construction projects.
5	L	Provides input and oversees the training process for Utility Mechanics and Operators as part of a training program to include procedures to perform routine preventative maintenance tasks and the basics of sound maintenance troubleshooting and repair of specialized equipment in a safe manner.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements

Experience	4-6 years experience. Considerable previous experience required in the same or similar previous positions. The job requires an expert or journey level of knowledge of common and uncommon techniques, concepts, methods, practices, procedures, use of forms, routines, etc., of an extremely complex nature.
Education	Two year college program or equivalent combinations resulting in accumulation of similar knowledge or skills.
Technical Skill	Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or find upsetting.
Responsibility	The job requires some accountability for scheduling, assigning or coordinating work. Employees check the quality of work and provide guidance to others. Although the job does not require formal or official supervisory responsibility the incumbent serves as a lead or acts in a lead role. In addition, the employee may be expected to provide information or suggestions on others' performance.
Accountability	Decision/action situations have a major impact on the organization in terms of costs, delays or attainment of organizational goals. Errors are often irreversible resulting in financial or public image losses extending over long periods.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation safe operation of facility, safety and development of safe work procedures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Two Arizona Department of Environmental Quality (ADEQ) Grade 2 Certifications and current Arizona Class "D" Driver License at time of hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “M”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, operating equipment, driving
Walking	F	Around work site
Lifting	O	Supplies, equipment
Carrying	O	Supplies, equipment
Pushing/Pulling	O	Equipment/tools
Reaching	O	For supplies, equipment/tools
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	O	Retrieving items from lower shelves/ground
Crawling	O	Under equipment, inside attics/pipes/ditches
Bending	O	Retrieving items from lower shelves/ground, making repairs
Twisting	O	Operating equipment
Climbing	O	Stairs, ladders, step stools, onto equipment
Balancing	O	On ladders, on equipment, step stools
Vision	F	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving, operating heavy equipment
Other Lifting	O	In confined space area, heavy plates over open pit area, motors and pumps.



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, vehicle, centrifuges, forklift, welder, gas welder or cutting torch, various power tools, hydraulic press, puller set, electronic meter D.O. TSS. Hand gas meter, various lab equipment for testing, MicroSoft Office, Internet, Hansen, SCADA.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			O			Respiratory Hazards			D	
Chemical Hazards			F			Extreme Temperatures			S	
Electrical Hazards			O			Noise and Vibration			D	
Fire Hazards			R			Wetness/Humidity			S	
Explosives			N			Physical Hazards			D	
Communicable Diseases			O							
Physical Danger or Abuse			N							

PROTECTIVE EQUIPMENT REQUIRED:

Fall protection equipment, fall harness, leather and latex gloves, safety glasses, safety footwear, hearing protection, level A suit, hard hat, welding leather shield, welding hood and gloves, and protective cover for clothing and shoes.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Treatment Plants	X
Recreation/Neighborhood Center			