



## Title: Utility Mechanic I

FLSA Status: (Non-Exempt)

### BRIEF DESCRIPTION:

The purpose of this position is to perform apprentice-level maintenance and repair work on water and wastewater process specialized equipment located at treatment plants, lift stations, well and booster sites. This is accomplished by servicing, installing, repairing and maintaining a wide variety of equipment. 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	H	Performs preventative and corrective maintenance activities. Installs, repairs, replaces and inspects disinfection systems, odor control systems, centrifuges, membranes, pumps, pneumatic systems, and other utility equipment.
2	L	Researches parts and obtains quotes for replacement parts and equipment.
3	L	Follows proper preventative maintenance procedures and scheduled maintenance; maintains records pertaining to maintenance schedules, including activities, labor and cost using Computerized Maintenance Management System.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school graduation or equivalency.
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
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 contacts for the purpose of explaining or discussing commonly encountered business matters such as how information was collected or the basis of a calculation. Contacts are frequently with other closely associated work units within the organization.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a limited impact on the organization. Errors are usually detected by the organization. Errors are usually detected by a systematic verification and review. Errors may result in some work flow disruption, repetition of work or have limited impact on resources within a department.
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	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. 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	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Two (2) ADEQ Grade 1 Certifications with in one year of hire. Valid Arizona Class "D" Drivers License required upon hire. A Valid Arizona Class "A" Drivers License with HAZMAT and Tanker endorsement may be required within 6 months 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
Sitting	O	Desk work, driving, operating equipment
Walking	F	Around work site
Lifting	F	Supplies, equipment
Carrying	O	Supplies, equipment
Pushing/Pulling	O	Equipment/tools
Reaching	O	For supplies, for equipment/tools
Handling	O	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	F	Retrieving items from lower shelves/ground, making repairs
Twisting	F	Operating equipment
Climbing	F	Stairs, step stools, ladders, onto equipment
Balancing	F	On ladders, equipment, step stools
Vision	F	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving, operating heavy equipment
Other Lifting	F	In confined space area, heavy plates over open pit area, motors and pumps



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Standard office equipment, Microsoft Office, Internet, a variety of hand tools, small power tools, SCADA, CMMS

**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			F			Respiratory Hazards			D	
Chemical Hazards			O			Extreme Temperatures			S	
Electrical Hazards			F			Noise and Vibration			D	
Fire Hazards			R			Wetness/Humidity			S	
Explosives			N			Physical Hazards			D	
Communicable Diseases			O							
Physical Danger or Abuse			N							
Other										

**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, welding gloves and cover protective 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			O
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			O
Other			

**PRIMARY WORK LOCATION:**

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