

**City of Newberg
Position Description**

Class Title: Senior Plant Mechanic
Department: Public Works
Division: Operations

Location: Treatment Plants
Job Code: 148
Revised: September 2013

POSITION DESCRIPTION

This person participates as a member of a team responsible for the preventative, corrective and predictive maintenance of the Newberg (WTS) Water Treatment System well field, treatment plant, reservoirs, springs, booster pump stations and (WWTP) Wastewater Treatment System pump stations and class IV treatment plant and all associated equipment.

SUPERVISION RECEIVED

This position is under the general supervision of the Plant Manager.

SUPERVISION EXERCIZED

Limited supervision exercised in the coordination/execution of maintenance tasks with the other mechanics, in-house personnel and outside contractors while performing maintenance activities and repair services.

ESSENTIAL JOB FUNCTIONS

Plans, oversees and performs preventative maintenance which includes equipment inspections, exercising and adjustments, equipment cleaning, lubrication, oil changes, rotating and aligning equipment.

Plans, oversees and performs corrective maintenance which includes equipment troubleshooting, repair, rebuilds, and replacements.

Plans, oversees and performs predictive maintenance, which includes thermal imaging, temperature monitoring, evaluation, vibration and bearing analysis.

Plans and performs electrical distribution, instrumentation/control, equipment troubleshooting, repair, rebuilds and replacements.

Orders and maintains an inventory of parts and supplies for maintenance activities.

Assists in utility project management and/or quality control.

Maintains a clean and organized shop.

Uses and administers the use of a computerized maintenance management system and maintenance request system for utilities division personnel.

Proficiency in the use of computers for record keeping, communicating, evaluating and executing maintenance activities.

Communicates maintenance activities and needs to the Treatment Plant Managers.

Oversees and uses hazard communication and safety practices for all maintenance activities.

Coordinates maintenance activities with the work performed by operators, public works and contractors.

Maintains proficiency by attending meetings, training conferences in areas relating to responsibilities and stays informed of daily plant operations.

Exercises appropriate independent judgment and corrective action in response to equipment malfunctions, chemical spills, potential permit violations and other emergencies.

Abides by the rules and regulatory guidelines established by The City of Newberg, OR-OSHA, EPA, DEQ and the Oregon Health Authority specific to the operation of the WTS and/or WWTS.

The job functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job may change.

WORKING CONDITIONS

Work will be performed indoors and out in all possible weather conditions. This position may encounter exposure to biological, chemical, electrical, mechanical and noise hazards. Entry into confined spaces may be required on an infrequent basis. The use of personal protective equipment appropriate to the hazard will be required. Position will be subject to "on call" status and emergency response after normal duty hours. May require working on weekends, and holidays.

PHYSICAL DEMANDS

This position requires frequent standing, walking, climbing, kneeling, sitting, reaching and manipulating objects, tools or controls. Must also be able to observe, listen, feel, smell and communicate. Specific vision abilities include: close, distant, color, depth and ability to focus. Many duties are physically demanding and may require movement of materials weighing up to 70 pounds. Activity and types of duties performed require manual dexterity, coordination, work in confined spaces and endurance. Reasonable accommodation will be made to qualified individuals with disabilities who have known limitations.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to drive standard and automatic trucks and forklift.
- Ability to diagnose, troubleshoot, repair, align and rebuild various types of equipment; including electrical and electronic distribution, instrumentation, control, hydraulic, pneumatic and mechanical valves, pumps, compressors, motors and HVAC.
- Advanced computer skill level; experience with Word, Excel, Access & Outlook
- Advanced knowledge of routine preventative, predictive and corrective maintenance methods
- Knowledge of current Federal, State, and City of Newberg laws and regulations applicable to position.
- Advanced skillset in proper use of electrical and mechanical tools and instruments.
- Proficiency in reading and understanding technical manuals, blueprints, CAD files and drawings.

- Ability to communicate effectively both orally and in writing.
- Ability to work well with superiors, subordinates and peers.

REQUIRED QUALIFICATIONS

- High school graduate
- Valid Oregon driver's license
- Limited Maintenance Electricians License (LME)
- Two (2) year's experience in a Water or Wastewater treatment facility or two (2) years experience in an industrial environment performing maintenance related duties
- Previous experience with lathes, milling machinery, powder coat spray and bake ovens, plasma cutters, cutoff and metal cutting band saws and various welding equipment

DESIRED QUALIFICATIONS

First Aid and CPR certifications
Oregon CDL Designation

A satisfactory equivalent combination of education/experience which demonstrates the knowledge, skills and abilities to perform with a minimal amount of training the job duties essential to this position may be substituted. Job related testing may be administered to ensure any applicant can meet the requirements of the position.

SELECTION PROCESS

The selection process will include an evaluation of the experience and education submitted in the application to identify those meeting the minimum qualifications. The applicants will then be ranked according to their knowledge, skills and abilities to perform the essential job functions of the position with the top ranked individuals invited for an oral interview. The selected candidate will be required to furnish references, pass a criminal background check, drug-screening test and Fit for Duty test prior to hiring.

This is a full-time union represented position with retirement, health, vacation, sick leave, deferred comp and related benefits made available to all full-time employees.

The City of Newberg is an Equal Opportunity and Affirmative Action Employer and supports a Drug and Violence Free Workplace.

Approval: _____

Supervisor

Approval: _____

Appointing Authority