

**City of Newberg
Position Description**

Job Class: Plant Mechanic
Department: Public Works
Division: Operations

Job Code Number: 140
Location: Treatment Plants
Date: November 2013

POSITION DESCRIPTION

The person in this position participates as a member of a team responsible for the routine preventative, corrective and predictive maintenance of the City's (WTS) Water Treatment System (well field, treatment plant, reservoirs, springs and booster stations) and (WWTS) Wastewater Treatment System (pump stations and Class IV treatment plant) and all associated equipment.

SUPERVISION RECEIVED

Works under the general supervision of the Water/Wastewater Treatment Plant Manager, with daily scheduling and progress monitoring by the Senior Mechanic.

SUPERVISION EXERCIZED

None on a general basis.

ESSENTIAL JOB FUNCTIONS

Performs preventative maintenance that includes equipment inspection, alignment, adjustment, exercising, rotation, lubrication, oil changes and cleanup.

Performs predictive maintenance that includes temperature, sound and vibration monitoring and analysis.

Performs corrective maintenance that includes troubleshooting, repair, rebuilding and replacement.

Assists in limited electrical instrumentation control, maintenance and repair.

Assists in determining, ordering, and maintaining an inventory of parts and supplies.

Assists in the scheduling of work orders and maintaining records using a computerized management system.

Assists in maintaining a clean and organized workshop.

Uses computer workstations to generate, log, retrieve and interpret information.

Develops and maintains hazard analysis and safety practices.

Coordinates mechanic duties with operations staff to maintain process integrity.

Performs building maintenance and general housekeeping.

Maintains proficiency and improves skills by attending training seminars and conferences.

Exercises appropriate independent judgment and corrective action in a timely manner 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 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.

The 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 will be required. 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. Will require working on weekends and holidays at various times.

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 meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

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 hydraulic, pneumatic, electric and mechanical valves, pumps, compressors and motors.
- Working knowledge of computers and software programs.
- Knowledge of routine preventative, predictive, and corrective maintenance methods.
- Knowledge of current Federal, State, and City of Newberg laws and regulations applicable to position.
- Skills in the proper use of mechanics tools and instruments.
- Skill in reading and understanding technical manuals, blueprints and drawings.
- Ability to communicate effectively both orally and in writing.
- Ability to work well both independently and as a team member.
- Ability to properly use any appropriate personal protective equipment including respiratory protection.

REQUIRED QUALIFICATIONS

High school graduate (or equivalent)
Valid drivers license
Ability to obtain CDL within 1 year of hire

DESIRED QUALIFICATIONS

- First Aid and CPR certifications
- Oregon CDL Designation
- Limited Maintenance Electricians License (LME)
- Experience in a Water/Wastewater Treatment facility or experience in an industrial environment performing maintenance tasks
- Any previous machine shop experience

Any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform with a minimal amount of training the job duties essential to this position.

SELECTION PROCESS

The selection process will include an evaluation of the experience and education submitted in the application and screening to identify those meeting the minimum qualifications. The applicants will then be ranked according to the knowledge, skills and abilities that are indicated on the employment application to perform the essential job functions of the Plant Mechanic with the top ranked individuals invited for an oral interview. Job related testing may be required. The selected candidate will be required to furnish references, pass a background (criminal history and employment) check and drug-screening prior to receiving an offer of employment.

This is a full-time 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 Free Workplace.