

CITY OF MARTINSBURG



JOB: WATER TREATMENT PLANT MECHANIC II
CODED TITLE: 451

DATE: 1/28/2015

PAY GRADE: 14
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REPORTS TO: UTILITIES
DIRECTOR

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: WATER TREATMENT PLANT MECHANIC II

- **PAY STAUS: NON-EXEMPT**

2. REQUIREMENTS:

	Education:	Graduation from high school or GED equivalent and specialized training in mechanics, maintenance management or a closely related field and six (6) years related experience or any equivalent combination of related education and experience.
	Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire, and maintain a valid WV driver license.
	Experience	Education and/or experience above or any equivalent combination of education and experience.
	Skills, Knowledge and Abilities:	<p>Thorough knowledge of the principles and practices of motorized equipment operation, maintenance and repair to include front-end loaders, back-hoes, heavy duty and light duty trucks, generators, air compressors, automobiles, lawn mowers and similar equipment.</p> <p>Thorough knowledge of the principles of the operation of internal combustion engines, both diesel and gasoline.</p> <p>Thorough knowledge of the methods, materials, tools and practices of the automobile and mechanized equipment repair trade.</p> <p>Skill in the use and care of tools employed in the automotive mechanic trade, including such tools as torque wrenches, breaking bars, micrometers, feelor gauges, tach and dwell meters, diagnostic tools and computerized devices and other related hand and/or power tools and instruments.</p> <p>Ability to diagnose engine troubles, to test repaired vehicles and to locate and correct mechanical defects or troubles.</p> <p>Ability to work safely.</p> <p>Ability to effectively meet and deal with the public, always being polite as a representative of the City.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people</p>

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		<p>on all levels and to understand and carry out verbal and written instructions.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates, and the general public.</p> <p>Ability to handle stressful situations in a calm, reasonable and professional manner.</p>	
Physical:	Body Positions:	Standing, walking, sitting, climb, balance, stoop, kneel, crouch and crawl.	
	Body Movements:	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Moderate to vigorous physical effort required during work schedule. Working with wrenches, jacks, hoists and other tools requires physical exertion during equipment repair.</p> <p>Must regularly reach with hands and arms.</p> <p>Must be able to frequently lift and/or move up to 25 pounds and frequently lift and/or move more than 100 pounds.</p> <p>Stand, walk, sit, stoop, kneel, crawl, balance, climb and crouch.</p>	
	Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.	
Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude.</p> <p>Must be able to communicate effectively verbally and in writing. Must be able to handle problems in a calm, reasonable manner.</p>	
	Supervision Exercised	None	



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		<p>Reasonable Accommodations</p>	<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
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3. TASKS and DUTIES OF JOB: General Definition: Performs technical, skilled work in maintenance and repair of a wide variety of automotive, construction and related equipment. Duties include responsibility for maintaining Water Department automotive equipment in operating condition to include planning and scheduling of a preventive maintenance program and performing a variety of complex mechanical, electrical and related repairs. Employee works under the regular supervision of the Utilities Director. The employee works indoors and outdoors. A major portion of the mechanic's work is completed indoors however, some repairs must be made in the field or other site work where the work assignment may be uncomfortable and subject to climatic conditions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee is exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Employee works under large motorized equipment and vehicles during repair. Some exposure to hot engine parts, fuel, oil and solvents on the body. Noise levels are moderate to loud.

1	Maintains the required confidentiality of all work.
2	Repairs trucks, automobiles, construction equipment and their related mechanical, electrical and hydraulic appurtenances; determines cause of malfunctioning; repairs, replace or adjusts such parts as brakes, steering systems; pumps and hydraulic rams; tunes gasoline and diesel motors. Rebuilds motors, transmission, differentials and carburetors; tests rebuilt units for proper operation.
3	Keeps records of maintenance performed, parts replaced and repairs made.
4	Assists in the preparation of bid specifications for vehicles and mechanical equipment.
5	Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical systems.
6	Requests equipment part, and supplies used for vehicle and mechanical system maintenance and repair; fabricates parts as needed.
7	Reviews vehicle parts requirements; consider advantages of particular engine and body types and other relevant facts.
8	Performs emergency road service for all Water Department owned vehicles.

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9	Uses diagnostic tools and instruments to determine mechanical problems and assist in repairs.
10	Prepare vehicles for state inspection.
11	Any and all other duties assigned by the Utilities Director.
4. MEASURES OF PERFORMANCE:	
1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
6	Has ability to multi task in changing situations, without undo stress or frustration.
7	Practices quality employee/customer service/phone manner/public engagement.
8	Accurate in duties as assigned.
9	Prepares required reports accurately and timely.
10	Strives to develop and maintain skills necessary to progress in the position. Seeks opportunities to grow and develop in the Water Treatment Plant Mechanic II position.

I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

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Employee

Date

Supervisor

Date