



## Job Classification and Description

**Job Title: Maintenance Technician**

Classification: Hourly non-exempt

Immediate Supervisor: Treatment Manager

Department: Treatment

Pay Rate: \$13.46 per hour - \$27.88 per hour (approximate annual salary range \$28,000 - \$58,000)

Revised: 01-24-22

### **Job Summary:**

Maintains, monitors and repairs all Ohio County Water District facilities and equipment; performs building, ground and lawn maintenance; maintenance, repair and operations of pumps, electric motors, automated control systems, and equipment at all District facilities; assists and monitors treatment plant and equipment, daily readings, sampling, testing and reporting; performs flushing and valve operation.

### **Duties:**

- Performs property maintenance including mowing, trimming and other as needed for all OCWD facilities including the Office, Treatment Plant, Distribution, pump stations, raw water intake, valve houses, and water towers.
- Maintains and troubleshoots all electrical and mechanical equipment necessary to the operation of OCWD
- Building maintenance including light bulbs, furnace filters, painting, etc.
- Prepares repair and installation cost estimates
- Monitors equipment on site or electronically via SCADA
- Analyzes, troubleshoots, and repairs various types of mechanical and electrical equipment, using operations and maintenance manuals
- Operates generators
- Monitors plant equipment, chemical levels and fuel levels; assists in reorders when needed
- Maintains work records, logs and timesheet
- Paints various items
- General labor, repairs and maintenance work; utilizes hand tools and small equipment
- Operation of small and heavy equipment
- Performs vehicle inspections and maintenance
- Makes deliveries, pickups, etc.
- Participates in line break and other repairs; valve operation and flushing, water loss locates
- Assists in traffic control during maintenance and repairs or other situations
- On call duties on a rotating basis (includes night & weekend duty); may be called out for emergency duty 24/7

- Other duties as directed by OCWD management as deemed necessary to the operation of the District

**Skills and Knowledge:**

- Principles, practices, methods and tools used in maintenance, installation, repair and modification of electrical and electronic systems; Federal, State, County and industry installation and repair codes
- Methods for chemical treatment water
- Utilize and wear safety equipment (PPE); safety practices electrical and mechanical equipment used in water treatment & distribution facilities
- SCADA proficient (Supervisory/Control/Data/ Acquisition System)
- Read technical drawings, instructions, repair and maintenance manuals
- Follow oral and written instructions
- Read maps
- Work independently to complete work on schedule
- Make simple mathematical calculations
- Use hand tools and small equipment
- Operate a motor vehicle
- Work within a team and maintain effective working relationships with supervisor, co-workers and the public
- Communicate effectively
- Exhibit ethical behavior and adhere to the Personnel Policies and Procedures of the OCWD
- Proper use and disposal of hazardous materials; confined space entry procedures
- Ohio County geography, streets, business locations
- Any technical water treatment/maintenance training or licensing required by management

**Ability to:**

- Read and comprehend diagrams, blueprints, technical and operation manuals, meters, gauges, control panels, testing and monitoring equipment including SCADA (Supervisory/Control/Data/ Acquisition System)
- Methods for chemical treatment water
- Safely work around 3 phase and other power
- Operate valves, pumps, control systems, power equipment, respirators, hand pumps, metal detectors, hand tools
- Follow written and oral instructions
- Performs mathematical calculations in order to calculate quantities, measures and weights
- Operate small equipment and hand tools
- Communicate effectively with the public, other employees and management
- Obtain a Class III Water Treatment Operator License.

**Minimum qualifications:**

- Five years electrical repair and maintenance experience
- High school diploma or GED equivalency
- Or in the discretion of the General Manager, any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

- Class III or IV Water Treatment Operator License preferred or the ability to obtain a Class IV license within specified time period of being hired.
- Valid Kentucky Driver's license

**Tools and Equipment:**

- OCWD will provide truck and pertinent expenses: employee is responsible for keeping truck in good running order, engine maintenance, tires and cleaning; any damage to the truck that is deemed neglect will be the employee's responsibility to repair or replace

**Uniforms:**

- OCWD will furnish uniforms; employee is responsible for seeing that uniforms are properly maintained. Upon termination or change in position when uniforms are no longer required, all uniforms should be returned. Any missing pieces will be charged to the employee.

**Work Environment:**

- Duties are performed in an outdoor environment that may include working in adverse weather conditions, vehicular traffic insects, animals and adverse weather conditions including extreme hot and cold conditions; may involve working in dirty conditions; using soiling and greasy products.

**Essential Physical Abilities:**

- Clarity of speech and hearing which permits the employee to discern verbal instructions and communicate with other employees and the public, and sufficient vision which permits the employee to comprehend written work instructions, work orders, maps, accurately read and enter data in a computerized system, and move over rough terrain
- Sufficient manual dexterity which permits the employee to operate electronic handheld devices, write legibly, move water lids and perform maintenance.
- Sufficient strength to lift 75-pound objects for varying distances
- Sufficient body flexibility, mobility, stamina, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching and other physical exertions, repair and replace water meter lids and moving over rough or unfamiliar terrain
- Sufficient ability to sit or stand for prolonged period of time; climb stairs
- Sufficient ability to endure prolonged exposure adverse weather conditions including extreme hot and cold conditions
- Ohio County Water District will make reasonable accommodations as required in compliance with the Americans with Disabilities Act.

This job description is subject to change at the discretion of the General Manager.