



CLASSIFICATION DESCRIPTION

TITLE: MECHANICAL TECHNICIAN FOREMAN JOB CODE: 13 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform a wide range of complex pump-mechanical and electrical trades work in the maintenance and repair of utilities treatment plants, equipment, peripheral components, and transmission systems. Employees in this classification function at senior level, and are accountable for installing, maintaining, repairing and replacing a wide variety of machinery and mechanical equipment, e.g., engines, motors, pneumatic tools, conveyor systems, pumps, gearboxes and various rotating equipment. Position is distinguished from that of the Mechanical Technician II, by the level of independence the employee functions in, as a result of the advanced laboring knowledge acquired through training and work experience. Objective is to maintain water and wastewater systems, wells and pumping stations and treatment plant equipment to ensure safe and efficient utility operations.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex installations and preventive maintenance services to electrical and pumping equipment, motors and control panels; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.
- Troubleshoots, disassembles, repairs and replaces utility pumping systems and peripheral components, e.g., engines, motors, pneumatic tools, conveyor systems, pumps, gearboxes, various rotating equipment, panels, switches.
- Operates equipment through test sequencing to ensure proper operating conditions; inspects gauges and meters to ensure proper operating conditions.
- Performs all work in adherence to established preventive maintenance principles and schedules to detect wear and tear and prevent equipment and operational malfunctions; performs non-scheduled maintenance activities.
- Works with outside contractors, vendors and other divisions on various projects.
- Operates, maintains, and troubleshoots various types of SCADA systems.

- Performs the safe and proper operation of trade's tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Maintains daily work reports and preventive maintenance records, ensuring thorough documentation for identified problem areas.
- Operates and performs minor maintenance on all heavy and construction equipment and vehicles up to and including Class 8. This includes ensuring that the equipment or vehicles meet all safety and operational standards.
- Coordinates with other utility crews on leaks, main breaks, or related critical events; responds to emergency call-in in disasters or other critical events.
- Provides guidance and instruction to less knowledgeable technician staff in more complex aspects of the work.
- Stands rotating call duty.
- Initiates purchase requisitions for parts and services.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by four (4) years responsible experience in public utilities or other large scale commercial pumping systems, motors and electrical equipment, and the ability to operate heavy equipment and tools of the trade; or an equivalent combination of education, training, and experience and

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Class A Commercial Driver's License.
Must possess and maintain FWPCOA Class "B" certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow verbal and written instructions.
- Thorough knowledge of the policies and procedures of utility mechanical and electrical systems installation, maintenance and repair; knowledge of all City, State and Federal rules, policies and regulatory standards applicable to the work.
- Skill in reading and interpreting documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Skill in reading and interpreting blueprints and a variety of instructions in written, oral, diagram or schedule form.

- Thorough knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in the public water/wastewater utilities preventative maintenance and repair field.
- Thorough knowledge of, and ability to utilize materials, methods and equipment used in excavation and general maintenance work.
- Ability to establish and maintain effective working relationships and communications with other employees, contractors, vendors, and the public.
- Ability to meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to update and maintain various records and reports, e.g., work order logs, inventory of materials, utility data bases and computer programs.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this job the employee is occasionally required to push and/or pull over 100 pounds.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, toxic or caustic substances, excessive noise, vehicular traffic, and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from high, exposed places and confined spaces; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.