

**Lead Mechanic**

**OMI Grade 6**

**Non-exempt**

**Reports to** Maintenance Manager

**Supervises:** None

**General Statement**

Performs a variety of tasks in the preventive and corrective maintenance on electrical and mechanical equipment associated with wastewater treatment plants and related facilities and equipment. This is a Hands on position.

**Essential Duties and Responsibilities**

- Assists Maintenance Manager in planning, scheduling, and directing the maintenance and repair of a wide variety of specialized mechanical and electrical equipment, buildings, structures, and grounds
- Assists Maintenance Manager in budgeting and estimating cost and time for all aspects of repairs or replacements
- Reads, interprets, and works from blueprints, drawings, sketches, plans, specifications, and mechanical illustrations
- Performs skilled mechanical repair work on wastewater treatment plant equipment and related equipment
- Analyzes equipment failures to determine cause and to prevent recurrences
- Assists Maintenance Manager in recordkeeping and prepares routine and special reports
- Follows oral and written directions
- Communicates effectively orally and in writing at all levels regarding recommended maintenance and repair procedures
- Provides on-the-job training to less experienced employees
- Acts for Maintenance Manager in his/her absence
- Performs preventive and corrective maintenance on mechanical and electrical machinery or equipment
- Lubricates equipment and checks for malfunctions; replaces packing in pumps or valves; replaces bearings in motors, pumps, and other equipment; tunes engines, sets valve clearance, cleans, and adjusts regulators; aligns moving equipment
- Installs and sets up new equipment
- Cleans out pipes and performs other plumbing and pipe fitting tasks as required
- Uses gas and/or arc welding equipment to heat, cut, braze, or weld
- Uses special tools, such as bearing pullers, torch, welding machine, hoist, or other equipment used in the repair of treatment plant equipment
- Performs electrical work in accordance with established practices
- Assists in keeping maintenance records using a CMMS system, develops computer spreadsheets, and uses Word and Excel
- Performs other duties as required

- Performs Activity Hazard Analysis and completes all required Health and Safety documentation

**Basic Qualifications**

- High school diploma or GED
- Ten years experience with maintenance and repair of advanced electrical and mechanical equipment
- Two year experience in a supervisor role managing other employees
- Possess a valid driver’s license

**Preferred Qualifications**

- Some trade school education with an emphasis on electrical and mechanical equipment and metal fabrication
- Six years of experience with knowledge of the principles, methods, tools and materials employed in the general operations, maintenance and repair of advanced electrical and mechanical equipment and systems, including: combustion engines, vehicles, electric motors, farm machinery, pumps and related equipment associated with water/wastewater systems
- Knowledge of computer software including but not limited to Microsoft Word, Excel and Outlook and to enter data into a computerized maintenance management system
- Knowledge of safe work practices, supervisory training, and federal and state laws as they pertain to the water/wastewater industry

**Working Conditions & Physical Requirements**

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to view computer screen; have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, climb and work off of a ladder or scaffold and climb into and out of vehicles having high ground clearance; use arms and back to tighten and loosen nuts and bolts; carry a 50 pound tool box up a flight of stairs; work in confined spaces and wear and use appropriate safety equipment.

I have read and understand my job description.

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Employee Signature

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Date