

**CITY OF DIXON
POSITION DESCRIPTION**

POSITION/TITLE:	Maintenance Specialist	DEPARTMENT:	Wastewater
UNION:	Teamsters	DIVISION:	Public Works
FLSA CLASS:	Non-Exempt	REVISED DATE:	May 2019

JOB SUMMARY:

The utility maintenance specialist operates and maintains equipment and facilities of the wastewater treatment plant; takes samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs to plant facilities and equipment. This position requires the employee to be on an on-call rotation which includes nights, weekends and after hours emergency work.

SUPERVISION:

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operate and work with belt filter presses

General maintenance on pumps, motors at the facility and seven lift stations change oil, pull pumps, minor electrical work

Operate vac truck and trailer jetter pertaining to sewer cleaning, roll off trucks and dump trucks

Clean buildings, vehicles, tanks etc.

Gather samples and monitor daily processes at the treatment plant

Run all quality control test according to State and Federal guidelines.

Snow Removal: plowing, salting, hauling snow etc.

Assist other departments with installation and maintenance of infrastructure.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma

A current Class B CDL with Air Brakes (or the ability to obtain within 60 days of hire date)

Plumbing, electrical and construction experience is desired.

REQUIRED KNOWLEDGE AND SKILLS:

Ability to learn the wastewater collection system

Ability to learn construction techniques and apply techniques.

Ability to learn snow removal techniques and apply the techniques.

Ability to maintain records and prepare reports from such records.

Ability to understand and follow oral and written instructions.

Ability to meet specific deadlines.

Ability to be flexible and to manage and prioritize tasks.

Ability to deal tactfully and effectively with city employees and the general public and to convey concise and accurate explanations of policies, procedures, and requirements.

Ability to interact well with other employees in an office environment. Ability to work as a member of a team and to show courtesy, consideration and respect for others.

Aptitude to work toward wastewater certification when eligible.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 50 pounds, climb ladders and work in confined spaces. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular work hours could include hours outside of first shift (7:00 AM to 3:00 PM) including nights and weekends. It is expected that after hour work will be required including: nights, weekends, and holidays.

Employees may be assigned or reassigned to any shift in accordance with the union contract.

90% of the work environment includes field work in all weather and conditions.

10% of the work environment is a typical office environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.

There is possible exposure to blood borne pathogens.
