

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CHIEF UTILITY MECHANIC (Job Code 200).

GENERAL STATEMENT OF JOB

Under the general direction of the Director of the Department of Environmental and Engineering Services (DEES) or the Director's designee, performs skilled and supervisory work in the maintenance and repair of water and wastewater facilities. Employees in this class are responsible for ensuring the efficient mechanical and electrical operation of equipment, machinery, and related apparatus at water and wastewater treatment plants and lift stations. Work is performed with considerable latitude in determining work methods. Work is reviewed primarily through reports, conferences, and efficient operation of equipment and machinery.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervises and participates in the performance, adjustment, and repair to a variety of equipment, machinery, and control systems in treatment plants and lift stations.

Diagnoses mechanical and electrical problems through manual and electronic means.

Designs, installs, and/or replaces equipment and oversees and participates in equipment overhauls.

Assigns weekly/daily work orders, monitors the progress of projects, and evaluates and records individual performance of subordinate personnel.

Functions in an on-call capacity after hours, executing emergency repairs and calling in designated personnel to assist with emergency repairs, as needed.

Maintains budgetary responsibility for parts and supply inventory and equipment maintenance.

Directs, supervises, trains, and evaluates subordinates in the safe and effective use of new equipment and in issuing and obtaining confined space entry permits.

Establishes vendor relationships and requisitions parts and supplies as needed.

Establishes schedules for preventive maintenance and repair.

Operates heavy equipment and standard and specialized hand and power tools in the performance of tasks.

Assigns/replaces bearings, broken valves, leaky pipes, and faulty faucets.

Works with chemicals and wastewater treatment, responds to emergency repairs as directed.

Maintains various maintenance and service records on personnel time sheets, work completed, and tools and equipment used, and develops regular reports as directed.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent; supplemented by completion of trade school, supplemented by five (5) years' work experience in the maintenance and repair of mechanical equipment, structures and installation and repair of water/wastewater utility systems, three (3) years of which shall be in a supervisor capacity, or an equipment combination of training and experience, Must have valid CDL class "B" driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; frequent lifting, carrying, and pushing/pulling objects of moderate to heavy weight (20-50 pounds), and occasionally very heavy (100+ pounds) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the practices and materials utilized in the installation and maintenance of a water/wastewater utility system.

Knowledge of the occupational hazards and safety precautions of the work.

Knowledge of federal, state, local guidelines, policies, procedures, and regulations regarding water and wastewater treatment plants and equipment.

Knowledge of the occupational hazards and safety precautions of the work.

Knowledge of record maintenance principles and practices.

Knowledge of effective supervisory principles and techniques.

Skilled in operating heavy equipment and hand machinery used in the maintenance and repair of water and wastewater facilities.

Ability to determine the cause of equipment failure and make suggestions toward a solution.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees.

Ability to read and interpret mechanical drawings, schematics, and maps.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date