

Job Title: Maintenance Technician

Department: Dandridge Water Management Facility

FLSA Status: Non-exempt – Full-time

Summary: Under supervision, perform varied physical labor and skilled tasks related to the maintenance and repair of the Town's water and wastewater system facilities and equipment. Communicates both orally and in writing within the department, other utilities, contractors or citizens concerning job related tasks and assignments.

Essential Duties and Responsibilities include the following examples of the work and are not necessarily all-inclusive. Other duties may be assigned:

- Receives and evaluates daily assignments; ensures work is completed properly, in a safe and timely manner, and in accordance with regulatory standards.
- Help to maintain water and sewer assets in the field, facilities equipment and minor vehicle maintenance.
- Maintains, troubleshoots, and repairs sewer lift stations, water booster stations, wastewater treatment plant equipment, minor building equipment or assists in any maintenance activities for the Town's collection or distribution system.
- Regularly inspects equipment, checking for wear and tear, and ensure proper functioning.
- Performs preventative maintenance such as lubrication, filter changes, or other necessary procedures to prevent equipment failure.
- Diagnose mechanical, electrical, and control system issues and making necessary repairs or corrective actions.
- Operate equipment such as trucks, CCTV equipment, sewer jetter, compressors, pneumatic tools, etc., after proper training.
- Locates and reads or changes out meters.
- Assists in preparing the work site and in ensuring that materials and tools are available as needed, returns tools and equipment to their proper place; helps keep tools and supplies in a clean and orderly manner on the job; cleans the work area after the job is completed.
- Performs physical labor work as required, including using a shovel and bar; assists in rigging to move and place heavy materials.
- Complete standardized forms accurately; keep simple records; in a timely manner, completes job documents accurately and completely.
- Utilizes technology offered to ensure proper work is accounted for in work order system or mapping.
- Complies with all TOSHA regulations and observes and directs others regarding proper safety precautions; maintains tools, supplies, equipment, and the work site in a safe condition; working in confined spaces; sets up and places traffic warning devices, as needed.
- Subject to after-hour call out for emergency work and rotates on Operation's standby roster.

Competencies:

- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Take responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Make timely decisions.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully.

Develop alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

- Initiative: Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Take independent actions and calculated risks. Look for and takes advantage of opportunities. Ask for help when needed.
- Job Knowledge: Competent in required job skills and knowledge. Exhibits the ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- Quality: Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- Customer Service: Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Required Education and/or Experience:

High school education or G.E.D.

Knowledge, Skills, and Abilities:

General knowledge of mechanical, electrical, control systems, pump operation and water and wastewater treatment processes. Basic construction and maintenance materials, methods and terminology; safe work and driving practices. Skill in using standard and hand power tools, etc. Ability to learn the methods, materials, and equipment used in performing skilled work in water and sewer system maintenance, and repair; learn and apply safety procedures related to the work; follow oral and simple written directions; learn to read meters, pipeline drawings, maps and specifications; perform calculations; work cooperatively as a crew member; establish and maintain effective working relationships.

Certificates, Licenses, Registrations:

Must possess a Tennessee driver's license and have a satisfactory driving record. Appointment to this position may request an unrestricted Tennessee Commercial Class A or B driver's license upon request. Ideal candidates would have electric or mechanical maintenance experience or relevant education.

Physical Demands:

Must be willing to work outside under varying climatic conditions. Must possess physical characteristics to perform critical job duties, including the ability to lift and carry tools and equipment weighing up to 90 lbs. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.