



INTEROFFICE MEMORANDUM

PLEASE POST
OE 08/20/18
ALL 9/17/18

TO: All Department/Division Heads
FROM: Human Resources
DATE: September 17, 2018
**SUBJECT: JOB OPPORTUNITY: Department of Utilities
Water Pollution Control Plant Division**

CLASS TITLE: TREATMENT PLANT MECHANIC I

HOURLY GRADE 10

HOURLY ENTRANCE RATES:

<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
\$18.1110	\$19.0161	\$19.9678	\$20.9660	\$22.0141	\$23.1151

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **High school diploma or equivalent. Semi-skilled work in inspection, operation, maintenance & repair of treatment plant facilities & equipment. Ability to inspect equipment for operating condition, perform preventative maintenance of equipment. Knowledge of operation & maintenance of pumps & electrical controls. Ability to read & interpret blueprints, schematics & maintenance manuals. Valid Ohio Driver’s License. CDL required within one (1) year of appointment. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 **Position open until filled**

BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL.

The City of Painesville is a drug and alcohol-free employer.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Treatment Plant Mechanic I	3200
Department: Water Treatment & Water Pollution Control Plant	Date: 12/8/2003

Pay Class: 10	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: This is semi-skilled work in the inspection, operation, maintenance, and repair of treatment plant facilities and equipment.

Work involves responsibility for performing a variety of manual and semi-skilled tasks in the preventive maintenance, repair, overhaul, and operation of pumping stations and treatment plants. Established procedures control the inspection, test, operation, and preventive maintenance of equipment; once learned, these procedures are expected to be performed without direct supervision. More complex tasks are typically performed under the supervision of a fully qualified mechanic or other supervisor. Work is evaluated for adherence to procedures by observation of work in progress and on completion.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Inspects equipment for operating condition; performs preventive maintenance of station and plant equipment, packing pumps, and lubricating equipment; tests valves and controls for operating condition.
- Cleans buildings, mows grass, and removes snow; repaints equipment and interior and exterior surfaces; operates hand and power tools and equipment.
- Serves as helper on complex electrical and mechanical repair and installation projects; assembles tools and equipment; carries out assigned tasks and assists in the more complex ones, including the overhaul and replacement of major equipment items.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE <i>(Required to qualify for position)</i>

Education: High school diploma

Experience: Some experience in the operation and preventive maintenance of such equipment as electric motors, pumps, and allied equipment.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- The operation and maintenance of pumps and electrical controls involved in the operation of water and wastewater plants.
- Pipe fitting, welding, and elementary mechanics.
- The occupational hazards and safety precautions of the work.

Skill and Ability to:

- Read, interpret, and work from blueprints, schematics, and maintenance manuals.
- Diagnose equipment malfunctions and to make required repairs.
- Establish and maintain effective working relationships with others.
- Skill in the use of tools and equipment required by the work.

License or Certification Required: Valid Ohio driver's license. Valid commercial driver's license must be obtained within one year of employment for Water Pollution Control Plant mechanics only.