

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Facilities Maintenance: Mechanical / Electrical
DEPARTMENT: Wastewater Utility
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: (Labor, Trades, Crafts)

DATE WRITTEN: October 2018 **STATUS:** Full-time
DATE REVISED: December 2022 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Plant Mechanic & Electrician for the Wastewater Utility, responsible for overseeing maintenance & electrical issues for the department.

DUTIES:

Supervises the maintenance of plant equipment and mechanical and electrical troubleshooting and repairs.

With help from supervisors, can generate weekly work schedules when required.

Help other City Departments with electrical troubleshooting as needed and prioritize assistance.

Reviews operational plan and prioritizes duties with Utility Manager and / or Foremen.

May serve on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED

Certified / Licensed electrician having a minimum of 10-years' experience with commercial / industrial power.

Skilled in all forms of power conveyance including, but not limited to: motors, starters, breakers, solenoid valves, fuses.

Able to read and interpret electrical diagrams / plans and work with VFDs and PLCs,

Able to oversee and train co-workers in a safe manner.

Ability to troubleshoot and find answers to a given problem.

Thorough knowledge of and ability to make practical application of safety regulations, City and Department policies and procedures, and principles and accepted practices of Utility maintenance and construction.

Ability to effectively communicate orally and in writing with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of universal health precautions and City's Blood borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare reports and correspondence.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to perform arithmetic calculations.

Ability to work on several tasks at the same time and complete tasks effectively amidst frequent distractions and interruptions.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to regularly work extended and/or evening hours, occasionally work weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations. Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide variety of duties which are broad in scope and impact, and require consideration of complex variables. Independent judgment is often necessary in adapting practices and procedures to maximize effective operations, meet department objectives, and ensure compliance with local, state, and federal requirements.

III. RESPONSIBILITY:

Incumbent performs administrative and maintenance functions according to department goals and objectives and local, state and federal guidelines, referring unusual and/or unprecedented situations to supervisor. Work is periodically reviewed for compliance with legal requirements and department policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating operations, and assisting in supervising personnel.

Incumbent reports directly to the Utility Manager.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment at a wastewater utility, involving sitting for long periods, standing/walking for long periods, walking on uneven terrain, close and far vision, hearing sounds / communication, and exposure to blood borne pathogens and other infectious materials.

Incumbent occasionally works extended hours. Incumbent serves on 24-hour call for emergencies.

- *This position is identified as having occupational exposure to blood, chemicals, or other potentially infectious and/or other hazardous materials.*

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Plant Mechanic & Electrician for the Wastewater Utility describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

JOB POSTING
CITY OF GREENFIELD WASTEWATER TREATMENT DEPARTMENT

POSITION: Plant Mechanic & Electrician
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: (Labor, Trades, Crafts)

DATE WRITTEN: October 2018
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STATUS: Full-time
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The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Assists in directing and supervising assigned personnel.
Assists in generating weekly work schedules for department employees.
Supervises the maintenance of plant equipment.
Ability to help other City Departments with electrical troubleshooting assistance
Initiates and implements action plan for disposal of biosolids.
Reviews operational plan and prioritizes duties with Utility Manager.
Periodically attends related seminars and meetings.
May serve on 24-hour call for emergencies.

REQUIREMENTS:

High school diploma or GED;
Minimum of 10-years as certified electrician with commercial / industrial experience;
Background of proven mechanical training / abilities and problem solving;
Thorough knowledge of and ability to make practical application of safety regulations,
Ability to assist in directing and supervising assigned personnel, planning/ making work assignments, evaluating performance, providing training, and communicating/administering policies;
Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
Working knowledge of universal health precautions and City's Blood borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection;
Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare reports and correspondence;
Ability to plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision;

Ability to work on several tasks at the same time and complete tasks effectively amidst frequent distractions and interruptions;

Ability to regularly work extended and/or evening hours, occasionally work weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight;

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

! This position is identified as having occupational exposure to blood, chemicals, or other potentially hazardous and/or infectious materials.

LICENSE/CERTIFICATION NEEDED:

Certified / Licensed electrician; Ability to obtain continuing education credits as needed;

Possession of a valid driver's license and demonstrated safe driving record.