

AMHERST COUNTY SERVICE AUTHORITY

Job Description

JOB TITLE: Maintenance Technician 2

DEPARTMENT: Field Services

FLSA: Non-Exempt

REPORTS TO: Operations Manager

Category: Essential

SUMMARY OF RESPONSIBILITIES:

Performs responsible mechanical and electrical repairs and replacement of equipment and systems. Instructs or assists other technicians as needed. Performs the listed duties and related tasks. Work is performed under the supervision of the Operations Manager, or other designated person. May serve as a crew leader.

ESSENTIAL JOB FUNCTIONS:

1. Perform and instruct intermediate level mechanical and electrical repair, replacement and overhaul of equipment and systems.
2. Assist in all aspects of advanced level mechanical and electrical repair and replacement of equipment and systems.
3. Troubleshoot issues to determine if they are SCADA issues or an electrical issue on the control end.
4. Perform preventive maintenance tasks as assigned.
5. Maintain maintenance tools and equipment.
6. Maintain work areas.
7. Clean assigned vehicle, perform general housekeeping and other building and grounds tasks as assigned.
8. Maintain records and inventory of spare parts.
9. Complete purchase and work orders and submit tickets promptly.
10. Perform basic plumbing.
11. Perform on-call responsibilities.
12. Perform tasks with a team-oriented attitude.
13. Perform basic carpentry.
14. Perform rigging.
15. Perform basic pump repair.
16. Perform preventive maintenance on raw and finish water pumps at water treatment plants.
17. Perform preventive maintenance on emergency generators.
18. Perform duties in accordance with all local, state and federal laws, rules and guidelines.
19. Perform duties and tasks in an environmental friendly manner following EMS guidelines.

20. Must demonstrate proficiency in at least four of the following: basic welding, advanced carpentry, troubleshooting intermediate level electrical problems including soldering electrical connections, operating the backhoe and other heavy equipment for facility maintenance and construction, basic plc programming and instrumentation trouble shooting, advanced pump overhaul and repair and industrial drive components.
21. Maintain effective working relationships with staff, general public, vendors, contractors, and customers.
22. Follow procedures and properly respond to complaints.
23. Be knowledgeable of and adhere to personnel and safety policies and practices.
24. Must observe and adhere to all safety rules and regulations.
25. Must be willing to respond to emergency conditions during off hours and work occasional overtime and a rotating on-call schedule.
26. Perform other duties as required.

QUALIFICATIONS /BASIC JOB REQUIREMENTS:

High school diploma or general education degree (GED). Education and/or experience to equal the successful course work completion or demonstrate proficiency of the above Essential Job Functions with a minimum of four (4) years of work experience in a related maintenance field. Must possess or be able to obtain a valid Class A CDL Virginia Driver's License. Must obtain flagman certification and an Industrial Maintenance Journeyman's Certification. Additional certifications that may be required based on department needs are: Certification in cross-connection and backflow prevention devices, HVAC devices, gas meter calibration certification, trenching and shoring certifications.

KNOWLEDGE AND SKILLS:

1. Ability to read and comprehend simple instructions, short correspondence, memos, and safety manuals. Ability to write simple correspondence. Ability to effectively present information in a one-on-one setting and before a small group of employees or vendors.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry.
3. Ability to apply common sense, good judgement and understanding to carry out detailed but uninvolved written or oral instructions. Ability to handle problems involving a few concrete variables in standardized situations.
4. Ability to operate small office equipment, including copy machines. Ability to operate computers for data entry, accounting purposes, and utilize Microsoft Word. Ability to operate highly technical computer applications, such as GIS.
5. Ability to operate and repair small/light equipment, such as power tools. Ability to operate and repair medium equipment and machinery (ex. commercial mowers.) Ability to operate and repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

WORKING CONDITIONS:

1. Frequent standing, walking, reaching, climbing, and driving.
2. Occasional stooping, kneeling, crouching, crawling, balancing, and sitting.
3. Must be able to frequently lift and/or move up to 25 pounds without assistance.
Must be able to occasionally lift and/or move up to 100 pounds with assistance.
4. Specific vision abilities required by this job include close vision, ability to distinguish color, peripheral vision, depth perception, and ability to adjust focus.
5. Must be able to conduct on-site inspections which require climbing ladders, stairs, and entering a confined space averaging 26 inches in diameter.
6. Frequent exposure to dust, fumes (chlorine, fluoride, and sulfur dioxide), noise, extreme heat/cold, uneven terrain, and heights. Have sense of smell to detect potential hazards.
7. Frequent exposure to moving mechanical parts.
8. Regularly work outside in various weather conditions.
9. Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. Ability to work alone or as a team member.
10. Must have a phone for accessibility.

EMPLOYMENT CONDITIONS:

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Random drug and alcohol test

SAFETY REGULATIONS AND HAZARDS:

1. Must observe all Authority safety rules and regulations and wear protective equipment as required (e.g., hearing protection, protective clothing, eye protection, gloves, safety shoes, seat belts etc.).
2. Must adhere to lock out/tag out procedure when working on equipment.
3. Must wear all applicable PPE and use proper electrical safety tools for electrical hazards worked on.
4. Must not enter any Confined Space without proper training.
5. Must be Fork Lift Certified.
6. Must be Flagger Certified.
7. Held accountable for safety and PPE use of all employees supervised.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.