



CLASS SPECIFICATION FOR:

Water/Wastewater Plant Mechanic I

General Statement of Duties:

Performs basic and routine inspection, testing, maintenance and repairs on industrial-scale mechanical, hydraulic, pneumatic, and plumbing equipment in County water treatment and wastewater reclamation facilities; does related work as required.

Distinguishing Features of Class:

An employee in this class demonstrates a basic knowledge of the methods, tools and materials used in the area of assignment and receives on-the-job training to perform the routine inspections, installations, preventive maintenance, testing and repair tasks on industrial-scale mechanical, hydraulic, pneumatic, and plumbing equipment; work is performed independently and as part of a team with minimal supervision in County water and wastewater facilities.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Performs basic visual inspections, tests, routine and preventative maintenance to ensure proper functioning of water and wastewater processing equipment including but not limited to industrial-scale mechanical, hydraulic, pneumatic, and plumbing equipment, as well as centrifuges, belt conveyors, bar screens, chemical feed systems, blowers, pumps, valves, grinders, digesters, and screw pumps in County water treatment and wastewater reclamation facilities and reports any condition issues to supervisor;
- Performs basic routine repairs, replacements or alignments to malfunctioning items in PM as assigned which may include gaskets, pipes, nozzles, gauges, wiring, valves, pumps, sheaves, belts, O-rings, pins, etc.;
- Performs basic troubleshooting as assigned and reports findings to supervisor, may make recommendations for resolution, may make repairs or resolve issues as directed;
- Accurately measures and performs basic math calculations;
- Uses a variety of schematics and drawings to locate and maintain equipment as assigned and drawings and maps to locate yard and underground equipment;
- Safely operates a wide variety of hand and power tools and related industrial-scale equipment such as fork lifts, aerial lifts, 30-foot ladders, hoists, gantry cranes, pneumatic equipment, welding equipment, winches, air compressors, sandblasting equipment, etc.;
- Uses appropriate personal protection equipment (PPE) at all times including but not limited to fall arrest equipment and gear, confined space meters, may include SCBA;
- Works at extreme heights/depths, on ladders, and in confined spaces;
- Collaborates effectively with coworkers and other Division staff to ensure the safe and efficient functioning of equipment and processes;
- Develops and maintains a sound working knowledge of on-site chemicals and existing materials through O&M manuals, other reference materials, higher level mechanics, and/or supervisors to prevent caustic, corrosive, combustible or toxic interactions with equipment components;
- Maintains basic working knowledge of plant processes and operations as well as industrial-scale mechanical, hydraulic, pneumatic, and plumbing equipment in County water treatment and wastewater reclamation facilities;
- Performs on-call rotation duties as assigned;
- Participates in meetings and trainings as required;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Basic knowledge of the safe use and maintenance of hand and power tools; basic working knowledge of operations, processes and equipment at assigned locations; physical ability to safely perform tasks inherent to the assigned duties requiring varying degrees of physical effort which may include bending, stooping, lifting and carrying heavy loads, climbing, entering and working in confined spaces, working in elevated and underground work spaces, etc.; good working knowledge of the occupational hazards and safety precautions for assigned duties; demonstrated skill in the use and care of tools and equipment used in assigned duties; ability to perform thorough visual inspections; ability to work safely in adverse weather conditions and temperature extremes; ability to read, write and comprehend manuals and instructions;



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ability to read and accurately interpret technical schematics and drawings; ability to read and follow detailed directions; ability to understand and carry out oral and written instructions, including technical instructions; ability to keep accurate records and make written reports as assigned; basic math skills sufficient to accurately measure and do basic math calculations; basic knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data (CMMS data entry); good organizational skills; sound research skills to do research as assigned; sound judgment with the ability to make appropriate decisions, identify and report issues, including proactively; ability to collaborate and work effectively independently and as a team member; ability to establish and maintain good working relationships with Department personnel; personal accountability including teamwork and establishing and maintaining positive relationships with Department personnel and other County employees; ability to create and maintain detailed and accurate records; effective oral and written communication skills with ability to express ideas clearly and concisely; effective oral and written communications skills with the ability to communicate, interpret and understand technical information; excellent customer service skills, tact and courtesy. Requires ability to work a flexible schedule or overtime as needed.

Minimum Education and Experience:

Education: High School Graduate, with relevant vocational or trade school training or apprenticeship preferred;

Experience: Two (2) years of relevant experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license with a safe driving record.
- May require a pre-work physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.