

CITY OF WEST LIBERTY

POSITION DESCRIPTION

TITLE: Wastewater Plant Mechanic and Biosolids Coordinator

POSITION: Full Time Non-Exempt

DEPARTMENTS: Sewer Wastewater Plant

SUPERVISOR: WWTP Superintendent

JOB FUNCTIONS: Installation and maintenance of wastewater, lift stations, and treatment plant operations to include direct sludge handling in accordance with regulatory requirements.

GENERAL RESPONSIBILITIES:

- Supervises and performs preventive and corrective maintenance on treatment plants, collection system and related equipment
- Assists WWTP Superintendent in the planning, scheduling, and directing the maintenance and repair of a wide variety of special mechanical and electrical equipment, buildings, structures, and grounds
- Assists Project Manager in budgeting, estimating cost and time for all aspects of repairs or replacements
- Reads, interprets, and works from blueprints, drawings, sketches, plans, specifications, and mechanical illustrations
- Performs skilled mechanical repair work on wastewater treatment plant equipment and related equipment
- Analyzes equipment failures to determine cause and to prevent recurrences
- Assists WWTP Superintendent in recordkeeping and prepares routine and special reports
- Follows oral and written directions
- Communicates effectively orally and in writing at all levels regarding recommended maintenance and repair procedures
- Performs other duties as required

BIOSOLIDS RESPONSIBILITIES:

- Plans, schedules and directs sludge handling and disposal activities in accordance with regulatory requirements
- Prepares reports and maintains complete records of all activities pertaining to sludge handling and disposal
- Establishes and maintains effective communications with land owners, regulatory agency officials, clients and co-workers

SPECIAL RESPONSIBILITIES:

- Performs preventive and corrective maintenance on mechanical and electrical machinery or equipment
- Lubricates equipment and checks for malfunctions
- Replaces bearings, packing, seals, shafts, sleeves, seats, or other components found in treatment plant equipment, with the use of special tools, such as bearing pullers, torch, welding machine, hoist, or other equipment used in the repair of treatment plant equipment
- Schedules and directs loading, unloading, disposal and agricultural application of sludge
- Locates new sludge application sites; obtains and prepares information required to permit sludge application sites; keeps abreast of new regulations pertaining to sludge handling and disposal
- Determines proper agricultural loading rates per state and federal regulations; collects soil and sludge samples for laboratory analysis

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent and progressively responsible experience in public works with direct experience in sanitary and storm sewer systems, or equivalent combination of education and experience
- Demonstrated knowledge of service principles, laws and regulations affecting department activities, mechanical knowledge, and broad-based general construction knowledge related to municipal facilities and structures
- Knowledge of federal and state laws as they pertain to the wastewater industry

- Ability to communicate effectively verbally and in written form; ability to establish and maintain working relationships with employees, public officials, and the general public; proven analytical skills; proven ability to meet established priorities
- Knowledge of sound safety principles and practices
- Working knowledge of computers and appropriate software for computer operations. Ability to make spreadsheets and word processing documents, and enter information into maintenance management system

SPECIAL REQUIREMENTS:

- Position requires a State of Iowa Grade I or II Wastewater Treatment License, or the ability to acquire within six months of hire. Experience with a Carrousel System Wastewater Treatment Plant is highly desired but not required.
- Must have valid State of Iowa's driver's license (or ability to obtain one prior to employment) with clean driving history. Must be able to obtain a Commercial Driver's License endorsement within 6 months of hire.
- Knowledge of the current principles and practices of sludge handling and disposal; soil sciences, agronomics, and farming practices
- Experience in the maintenance of treatment plants and related equipment
- Knowledge of methods, materials, equipment, and tools used in both preventive and corrective maintenance
- Strong electrical skills involved in working on pump motors, controls, or other equipment

WORK ENVIRONMENT:

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact. Must be able to sit, stand, stoop, twist and bend at the waist, tum, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to service equipment, have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 100 pounds from floor level to waist height, push a push-type mower; wear and use appropriate safety equipment.

EQUIPMENT:

- Operate all City equipment on appropriate applications as needed. Numerous types of large motorized vehicles and equipment, pumps, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, trencher and personal computer
- Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
- Arrange for the rental of equipment as needed.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.