

NAME:

FLSA STATUS: Non-Exempt

JOB TITLE: Mechanic

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OVERALL PURPOSE OF JOB:

This position is responsible for the performance of regularly scheduled preventive maintenance and as needed corrective mechanical repairs on treatment plant and pumping station facility. This position is also involved in the maintenance and repair of Authority owned buildings and structures including plumbing, heating, ventilation, and air conditioning systems.

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)**1. PERFORM PREVENTIVE MAINTENANCE (PM) TASKS ON EQUIPMENT.****KEY MEASURES:**

- Complete tasks within the specified time limit for the assignment.
- Document expended materials on the work order (“WO”).
- Document the equipment condition in the WO comments and/or generate a repair WO.

2. PERFORM REPAIRS.**KEY MEASURES:**

- Verify that a safe working area atmosphere exists prior to starting work.
- Maintain a clean and safe work area during the repair.
- Adhere to lock out/tag out procedures.
- Coordinate repairs with affected employees and their supervisors.
- Clean the work area subsequent to the repair.
- Verify the equipment operation after the repair.
- Notify the affected employees and their supervisors that the equipment is ready for return to service.

3. PERFORM WELDING AND FABRICATION TASKS.**KEY MEASURES:**

- Verify a safe working area atmosphere prior to starting work.
- Clear the work area of flammables prior to starting work.
- Notify work area occupants prior to starting work or ensure that eye protection screens are in place.

4. MAINTAIN PARTS AND SUPPLIES.**KEY MEASURES:**

- Notify the Maintenance Supervisor when parts or supplies are observed to be in short supply.
- Continuously maintain parts and supplies storage area in an orderly state.
- Continuously monitor hazardous material warning labels, ensure they properly placed on the containers.

5. ACQUIRE PROJECT AND/OR REPAIR PARTS.**KEY MEASURES:**

- Check inventory stock prior to requesting the purchase of a part.
- Provided the Maintenance Supervisor the correct quantities.
- Furnish the Maintenance Supervisor with the necessary information to order parts.

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6. ENTER DATA ON MECHANICAL REPAIRS AND/OR PROJECTS.

KEY MEASURES:

- Enter all expended parts and labor daily.
- Check and verify the accuracy of the data entered.
- Enter descriptive information relative to the repair in the comments file.
- Enter the date of the completed WO on the day of completion.

7. MAINTAIN COMPLIANCE WITH DTMA SAFETY POLICIES.

KEY MEASURES:

OBSERVE STRICT COMPLIANCE WITH:

- MSDS requirements.
- Lock out/tag out procedures.
- Confined Space Entry procedures.
- Respiratory Protection procedures.
- Accident reporting procedures.
- Hazard communication procedures.
- Emergency spill procedures

OTHER DUTIES OF THE JOB:

1. Perform other duties as assigned or required.

SUPERVISION GIVEN TO THE FOLLOWING DEPARTMENTS - This position *typically* does not supervise staff.

SUPERVISION RECEIVED FROM - Supervision is *typically* received from the Maintenance Supervisor.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job) - Ability to:

- Manage multiple projects/tasks
- Utilize creativity
- Maintain a high level of decision-making
- Adapt to constantly changing work environment
- Perform routine accurate paperwork
- Maintain a high level of record keeping
- Provide close attention to detail
- Work under high pressure for results
- Establish own goals
- Meet frequent deadlines
- Work in a closely supervised environment
- Work with a predictable work schedule
- Work closely with others.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job) - Ability to:

- Stand, Walk, Kneel & Crawl
- Balance, Stoop, & Bend
- Carry, push, & pull
- Lift Heavy (Max 65 Lbs.)
- Reach high or low levels
- Perform repetitive finger movement
- Use both hands & both legs
- Climb stairs & ladders
- Perform repetitive wrist/hand twisting & pressure
- Specific visual requirements
- Operate truck/motor vehicle

Frequently Incurred (Between 25% - 75% of time on job) - Ability to:

- Lift Light to Moderate (10-25 Lbs.)
- Communicate orally
- Hear conversation

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WORKING CONDITIONS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job) - Work:

- Inside & Outside
- In heat over 100°
- In cold below 55°
- Exposed to:
 - Excessive/frequent temperature changes
 - Intermittent noise above 85DB
 - Vibration
- Alone
- With machinery with moving parts
- Irritant or toxic fumes & gases
- Dust (more than nuisance)
- Chemicals & grease/oils

Frequently Incurred (Between 25% - 75% of time on job) - Work:

- In wetness
- In confined spaces.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Use of:

- Boots (steel toed)
- Eye protection (safety glasses, goggles, and face shields)
- Hearing protection (plugs and muffs)
- Gloves (leather, rubber, and disposal latex).

DISCLAIMER:

The following qualifications are general guidelines used by management to determine the skill level of the position in this job series. The experience, education, licenses and/or certification of external candidates will determine the skill level entered. Movement to skill levels within this job series is not automatically assigned.

QUALIFICATIONS:

Education: High School Diploma or General Education Degree.

Experience/Training: Six months to one year related experience/training.

License/Certification: Must possess a valid PA Drivers License.

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills - Recognizes problems and provides feedback or documentation to assist with resolving the problem. Troubleshoots or takes initiatives to solve problems.

Communication Skills: Ensures timely exchange of verbal information between employees or departments.

Math Skills: Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

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Computer Knowledge: General Computer Knowledge including basic familiarity with Windows Excel, Word, and Outlook Software

Other Characteristics

Ability to:

- Observe & Document
 - Follow established safety standards
 - Use various office equipment, i.e., copier, fax, shredder, printer, etc.
 - Comply with applicable regulations
 - Use a variety of hand and power tools and equipment
 - Perform a wide variety of maintenance and repair tasks.
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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date