

HARDIN COUNTY WATER DISTRICT No. 1
Job Description

TITLE OF POSITION: Maintenance & Controls Specialist (Non-Exempt, Hourly with Overtime – Pay Grade NE 16)

DEPARTMENT: Operations

REPORTS TO: Water Systems Manager

SUPERVISES: No supervisory responsibilities

REVISED: March 2024

BASIC POSITION DESCRIPTION:

Apply skilled knowledge in the maintenance and repair of various types of equipment used in the District's water and wastewater systems.

ESSENTIAL POSITION FUNCTIONS:

Maintain the District's mechanical and electrical equipment that is used in the treatment and conveyance of water and wastewater. Must be able to troubleshoot non-working equipment and make corrective repairs. Tasks may include repairing/replacing pumps (chemical, submersible, vertical turbine, split case, etc), electric motors, valves, PLCs, transducers, floats, VFDs and mix of other electrical equipment. Tasks will also include general mechanical maintenance items such as (but not limited to) replacement of bearings, gear drives, hydraulic units and many other types of mechanical equipment. Must be able to troubleshoot in a safe and effective manner powered circuitry and equipment from 480V 3 phase to 4-20 mA. Applicant must be able to maintain stand-by generators, magnetic flow meters as well as electrical and hydraulically controlled valves and chemical feed equipment used in the waterworks industry. Perform routine maintenance and service of structures, facilities, piping (repair and new installation) and normal building and facility items. Operates and maintains assigned vehicle. Oversees work of outside contractors on special projects to conform to contract documents. Prepares and maintains records and reports on all inspection of facilities. Ability to utilize a computer to close out, update, and improve the District's work order system. Applicant must be well-organized and be very detailed in all aspects of their work, including maintaining an inventory of necessary parts and materials. Any and all other job duties as may be assigned.

STANDARDS OF PERFORMANCE:

Required to work unsupervised at times and perform assigned and non-assigned tasks and duties. Utilize multi-trade skills and knowledge which include industrial electrical, digital electronic controls, programming using PLC software, carpentry, welding with wire feed arc equipment and gas torch, commercial wiring, plumbing, gasoline and diesel engines, mechanical, control systems including SCADA software and radio controlled telemetry systems. Knowledge of routine maintenance practices including methods of repairing, lubricating and maintaining all types of equipment. Extensive knowledge of OSHA and other safety procedures and policies is required.

MENTAL AND PHYSICAL REQUIREMENTS

Must lift heavy objects up to 50 lbs; climb up and down ladders, including elevated storage tanks and underground confined spaces and in and out of ditches as required. Frequent standing, sitting, stooping, walking. Work is performed in buildings and outdoors in any type of weather as needed. Some travel required. Willingness to work overtime or callback work when needed.

WORKING ENVIRONMENT AND CONDITIONS

This position involves working within an indoor office environment around general office equipment, including computers and work stations as well as working outdoors in all types of weather. Some travel required to other locations. Position may require overtime at any time of the day during emergency situations. This position requires access to Fort Knox. Incumbent must be able to pass security

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background check as required to access Fort Knox. If approval to access Fort Knox cannot be obtained and maintained for any reason, employment may be terminated.

EDUCATION, EXPERIENCE AND TRAINING

High school diploma or equivalent required. Combination of experience or training in the mechanical and electrical fields which provides the knowledge, skills and abilities to perform required duties. Minimum of three years' experience working in similar position as a plant mechanic or maintenance specialist. Technical school training or degree highly desirable with industry license or certification in electrical, plumbing or other trades desirable. Must be familiar with and have used gas torch, arc welder, multimeter, conduit bending tools, reading electrical diagrams, PLC programming VFD's, soft start controllers, Serial and Ethernet radio systems, preventive maintenance software, safety equipment, hand tools, gas powered equipment. Must have experience working with high voltage, 3-phase equipment and be able to use electrical test equipment. This position requires high degree of independence in scheduling work and meeting needs of various internal District staff. Must have a valid driver's license.

Acknowledgement for Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print) Date

Employee Signature Date

Supervisor's Signature Date