



Effective Date: March 1, 2018

Organization: City of Barre, Vermont, USA

Position Title: DPW Maintenance Technician

Water, Wastewater and Street Division

Department: DPW

Supervisor: Director of Public Works or their designee

Salary \$23.54 per Hour

Summary/Objective

The Department of Public Works Maintenance Technician assists the Public Works Director and Assistant Public Works Director in the maintenance of the Water Treatment and Wastewater Treatment facilities and other DPW maintenance. In addition the incumbent should expect to be assigned to assist in the Public Works Garage with general automotive maintenance tasks.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establish a preventative maintenance program and log for each facility and assigned tasks.
2. Performs typical maintenance and repairs to support the operations of the facilities including equipment service and repair.
3. Performs general automotive maintenance under the supervision or cooperatively with the DPW Mechanic
4. Detects and reports defective materials, parts or questionable conditions to the department supervisor.
5. Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
6. Performs prescribed repairs and/or fabrication for process equipment, preventative maintenance on machinery, buildings or grounds as required.
7. Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, power transmission systems, pneumatic tools, conveyor systems, mechanical components of control system's and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.
8. Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.

9. Removes and replaces defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts and proper reassembly techniques.

Necessary Knowledge, Skills and Abilities

1. High school or technical school education and three years of mechanical/HVA or related fabrication experience.
2. Possess a Valid CDL in good standing or be able to obtain within 6 months of hire date.
3. 5 or more years of relevant experience with a combination of the following skills;
4. Ability to troubleshoot complex electrical and mechanical systems.
5. Basic knowledge of industrial electricity.
6. Ability to read and understand blueprints and related specifications and codes on written materials.
7. Knowledge of carpentry and construction.
8. Understanding of plumbing, and HVAC.
9. Welding and fabrication experience
10. Moderate levels of English reading, writing, speaking, and comprehension.
11. Moderate levels of active listening, critical thinking, learning, coordination, instructing, service orientation, installation, time management, and organization.
12. Positive attitude, strong work ethic, ability to work under pressure, and be a fast learner
13. Ability to work as a contributing member of a work team or environment
14. Safe use of hand and power tools including lifting devices.
15. Complete a methodical approach to solving problems with note taking or recordkeeping
16. Working knowledge of light and some heavy equipment operating principles, practices and procedures
17. Ability to follow written and oral instructions
18. Ability to establish and maintain effective working relationships with other employees and the public
19. Ability to communicate effectively, both verbally and in writing.

Competencies

1. Must have a valid Vermont Commercial Driver License or the ability to obtain one within 6 months of hire.
2. Candidate must be able to pass pre-employment physical plus drug testing.

Supervisory Responsibility

This position has no supervisory responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible characteristics including abnormal sounds from mechanical equipment, warning devices from trucks and equipment and hazards present or common to the work area which are detectable by hearing.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work frequently occurs in confined areas.
- The noise level in the work environment is sometimes loud.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Occasionally performed
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed occasionally	Crawling:	Occasionally performed
Lift over 50 lbs.:	Performed rarely	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed occasionally	Balancing:	Occasionally performed
Carry over 50 lbs.:	NA	Work Surfaces	
Reach above shoulder height:	Occasionally performed	In Avg. 8 hour Day Employee is Required to:	
Reach at shoulder height:	Performed frequently		
Reach below shoulder height:	Performed frequently		
		Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
2. The noise level in the work environment is usually loud.

Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises.

Travel

Local travel may be required between facilities, public works garage, job sites or to vendors may be required.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States
Must be able to get to and from work on a consistent basis

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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