



CITY OF
ST. AUGUSTINE.
EST. 1565
PERSONNEL
MANUAL

| | |
|--------|---------------------|
| 3. | Job Description |
| 3. | Municipal Employees |
| 3.3.21 | General Maintenance |

Job Position General Maintenance
 Department Utilities
 Division Wastewater Collection Systems

Job Description

Performs skilled and moderately complex pump, mechanical, and electrical work in the repair, maintenance and routine servicing of pumping facilities equipment, peripheral components, and transmission systems associated with the Division. Work includes installing, maintaining, repairing, and replacing a wide variety of machinery and mechanical equipment including but not limited to, engines, motors, pumps, gearboxes, PLC's and SCADA. Work is under the supervision of a Foreman and/or Division Supervisor. Employees in this classification may be assisted by one or more Utility Workers.

Job Responsibilities

Responsible for inspecting and repairing sewage pump stations and well fields to ensure normal and safe operations as necessary.

Assists with the complete overhaul and rebuild of existing lift stations.

Conducts required electrical, mechanical and physical tests of equipment as needed or directed by the supervisor.

Responsible for instructing and advising Utility Workers involved in work assignments.

Responsible for moderately complex rebuilding and replacing of pumps, valves, and motors, including the proper lubrication, replacement of seals, bearings, shafts and similar items.

Responsible for moderately complex troubleshooting, repairing and replacing of electrical and control panel components including but not limited to radios and telemetry.

Responsible for installing, maintaining, and repairing plumbing necessary to sustain pump operation in the well field and pump stations including removing and replacing submersible pumps when necessary.

| | | | |
|---|---|----------------------|-----------------------|
| ISSUE DATE 07/01/1988 REVISION DATE 05/30/2013 | APPROVED BY John P. Regan, City Manager | PAGE 1 | PAGES 2 |
|---|---|----------------------|-----------------------|

Job Responsibilities (continued)

Operates all Division vehicles and equipment safely and in accordance with manufacturer's instructions.

Responsible for accurately installing and operating hydraulic flow test devices; reads and records generated data.

Accurately prepares daily and monthly work reports and preventative maintenance logs. Ensures thorough documentation for identified problem areas.

Subject to overtime work and responds to job-related emergencies as needed.

Interacts with general public, utilities customers and city staff in a professional and courteous manner.

Does related work as required.

Education, Training and Experience

High school diploma required. Minimum of three (3) years' experience in the Division or equivalent experience involving inspecting, repairing and maintaining sewage and water pumping systems. Experience to include electrical and mechanical maintenance of pumps, motors, valves, piping and control systems. Some computer experience desirable.

Ability to follow oral and written instructions; read and interpret blueprints; willingness and ability to perform heavy manual work for extended periods under varying climatic conditions and in confined spaces.

Driver's License Requirement: Valid Florida Driver's License Classification B.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is very active and requires standing, walking, bending, kneeling, and crouching throughout the day in varying climate conditions and in confined spaces. The employee must frequently lift or move items up to 50 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and see various colors including red and green.

| PAGE | PAGES |
|------|-------|
| 2 | 2 |