

Salary Range \$26.28 – \$37.10
 Hiring Range \$26.28 – \$30.87

NEW Water
Job Description



SECTION 1 DEMOGRAPHIC INFORMATION

Job Title	Maintenance Mechanic	Division	Operations
Department	Maintenance	Reports To (Job Title)	Maintenance Manager
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	
Pay Grade	9	Exempt/Non-exempt	Non-exempt
Adoption Date (original job description date)	July 26, 2005	Last Revision Date	July 8, 2020
Approved By (generally same as "Reports To")	Maintenance Manager	Human Resources Approval Date	August 18, 2020
Director Approved By (Job Title)	Director of Operations		

SECTION 2 JOB SUMMARY

In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Maintenance Mechanic is responsible for performing a wide range of complex, predictive, preventive, and emergency maintenance and repair activities on equipment located in NEW Water’s wastewater treatment facilities and collection system. This position must be available for a rotating stand by schedule for emergency break downs during off hour calls.

This position is responsible for inspecting, troubleshooting, repairing, installing, and rebuilding critical equipment affecting the operation of the Green Bay and De Pere wastewater treatment facilities and associated collection system. This position must possess the ability to safely maintain permit requirements, using a wide array of specialized equipment and highly developed skills. Make recommendations regarding the continued operation of plant equipment, based on an investigation of mechanical problems.

Work direction is received through the Mechanical Team Leader and performed under general direction. Work is reviewed for quality, thoroughness, adherence to schematic drawings or design concepts, installation efficiency, and timeliness by the Mechanical Team Leader or the Maintenance Manager. Work effectiveness is monitored through the observation of results and reports generated by the Computerized Maintenance Management System (CMMS). This position is responsible for documenting the resolution of tasks in the CMMS and updating any schematics or drawings associated with the task. This position is responsible for providing quality service to internal and external customers to ensure that NEW Water is fulfilling all regulatory and environmental compliance obligations.

SECTION 3..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Description of Duties	Frequency
Key Area: Ensuring Operation and Reliability of Equipment	50% of Work
Performs preventive maintenance, lubrication, adjustment, alignment, balancing, routine and emergency repairs on NEW Water’s equipment including: pumps, compressors, valves, filtering and screening equipment, motors and mag-couplings, incinerators, boilers, HVAC systems, flow control devices, motorized vehicles, boats and other apparatuses, throughout the plant and at remote locations.	Daily
Uses machine shop, welding, pipefitting, media blasting, and painting equipment to fabricate new parts, tools, and rebuild existing equipment to improve the operation of NEW Water’s machinery.	Weekly
Performs preventive and predictive maintenance tasks to ensure equipment is running as efficiently and effectively as designed.	Weekly
Recommends improvements and changes to facilities and equipment to improve reliability, safety or performance.	As Needed
Identifies and gathers replacement parts, supplies, tools, materials, and supporting equipment.	Daily
Focuses on the timely completion and high quality of work, including job site and tool clean-up.	Daily
Maintains NEW Water’s fleet of vehicles by using diagnostics tools to find problems. Perform maintenance on vehicles which includes oil changes, brake jobs, tire rotation and lubrication. Replace worn out or broken parts on vehicles.	Weekly
Uses the proper procedures to isolate and demolish equipment and piping where potential hazards may be present. Understands piping and flow diagrams in order to verify where system isolation and lock out can be safely made. Able to design and install new piping using pipe cutting and grooving equipment to tie in a piping project or install a new line.	Quarterly

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Key Area: Troubleshooting Equipment Problems	20% of Work
Performs failure analysis on mechanical equipment by observing its operation, formulating a logical troubleshooting approach, and utilizing precision measuring devices such as ultrasound, vibration analysis, or infrared to determine equipment problems.	Daily
Researches CMMS history to identify maintenance problems encountered while performing the duties.	Daily
Makes recommendations regarding needed improvements to equipment and facilities.	Weekly
Key Area: Documentation, Training, Evaluations, and Special Projects	20% of Work
Uses the CMMS to document time and material needed on the job. Writes a detailed description of what the problem was and what was done to repair the problem.	Daily
Recommends updates to and/or revises mechanical systems diagrams and blueprints.	As Needed
Attends special training to improve existing skills or obtain certification as needed. Participates in training on new plant processes and systems.	Monthly
Provides training, mentoring, and assistance to others. Seeks assistance, identifies training needs, and actively pursues training opportunities that are available.	As Needed
Integrates mechanical design and maintenance considerations into plant construction and renovation projects.	As Needed
Participates in the design review and construction coordination for facility projects.	As Needed
Serves as a project lead for special construction projects.	Quarterly
Works closely with contractors to explain and oversee plant repair and improvement projects	Quarterly
Key Area: Safety	10% of job
Ensures that all NEW Water safety and security policies are followed.	Daily
Participates in safety and security training as directed by the Maintenance Manager.	Monthly
Reports unsafe conditions within the plants and makes recommendations to correct the issue.	As Needed
Communicates with the Maintenance staff and other NEW Water staff regarding safety hazards.	Daily
Takes appropriate action when a safety hazard is identified (i.e. notifies direct supervisor and staff after properly identifying and mitigating the hazard).	As Needed
Assists the Health, Safety and Security Coordinator in maintaining, reviewing, and updating group and individual lockout/tagout procedures.	As Needed
Other:	
Perform other job related duties as assigned.	As Needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Daily
Follow organizational policies and procedures.	Daily

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Associate's degree or completion of a State Apprenticeship Program	Electro Mechanical Technology or related field or the completion of a State Apprenticeship Program (Maintenance Technician, Maintenance Mechanic or related field)
Additional Information Regarding the Required Education:	Successful completion of a general mechanical aptitude test. An equivalent combination of education, training, and relevant experience will also be considered.

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	4 –Years
Other Specific Experience Required or Preferred	

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Yes	
Certified in confined area entry procedures, CPR, and First Aid.		One Year
Training in forklift operation, respiratory protection, lockout/tagout, and fire extinguisher operation.		One Year
Preferred Certification/Licensure		
Refrigeration recovery certificate.		
State of Wisconsin Back-Flow Preventer inspection and repair certificate.		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<p>Considerable knowledge of methods and techniques involved in the operation, installation, maintenance, and repair of stationary and mobile mechanical equipment used in a wastewater treatment facility, collection system, or other industrial settings. Considerable knowledge of the design, operation, and maintenance of a wide variety of pumps, compressors, valves, and conveyance equipment. Knowledge of the maintenance and operation of high and low pressure boilers, heating, ventilation, air conditioning systems, and associated auxiliary equipment. Knowledge of mechanical, hydraulic, pneumatic, and basic electric principles.</p> <p>Considerable knowledge of permit-required confined spaces (OSHA 1910.146), respiratory protection (OSHA 1910.134), and lockout/tag out (OSHA 1910.147).</p> <p>Considerable ability to diagnose and troubleshoot mechanical equipment problems, to use sound judgment in arriving at an effective and appropriate solution, and to take proper corrective action. Highly skilled in the safe use of hand and power tools, media blasting and painting, lubrication, hoisting, rigging, machine shop, fabricating, and welding equipment.</p> <p>Ability to read and interpret service manuals. Ability to read, interpret, and make revisions to mechanical system diagrams and blueprints. Ability to understand elementary electrical and process schematic drawings. A thorough understanding of safe work practices, hazard recognition, and the proper use of safety and personal protective equipment.</p> <p>Good oral and written communication skills, basic computer and mathematics skills. Ability to keep accurate records and prepare routine reports from such records. Ability to work independently or as part of a team and be able to establish and maintain effective working relationships with internal and external customers.</p> <p>Must have a general understanding of what NEW Water's regulatory permits and the factors that affect permit compliance.</p> <p>Must have the ability to work independently, safely, and maintain a safe work environment.</p> <p>Must be self-motivated and be able to work with little or no supervision.</p>

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Outlook, Word, Excel, SharePoint, Maximo (CMMS) Maxcom (SDS for chemicals), WebCTRL (HVAC), Omnitrend (Vibration Analysis Software), Mikron (Thermal Imaging Software), SDT (Ultrasonic Data Management Software), ExecuTime (Time and Attendance), Internet.

SECTION 9 EQUIPMENT / MACHINERY UTILIZED
Computers, forklift, motorized carts, aerial lifts, cranes, hand tools and power tools.
Operations of maintenance equipment including: welders, milling machines, lathes, surface grinder, band saws, cutoff saws, refrigerant recovery pumps. Maintenance of all plant equipment including: Pumps, screening equipment, samplers, air monitoring sensors and equipment, grit removal systems, clarifiers, scum removal equipment, aeration basins, air compressors, mixing equipment, on-line analyzers and monitors, valves (manual, electric, pneumatic), treated cooling water and service water systems, sand filtration equipment, gravity thickeners, gravity belt thickeners, dry polymer system, belt filter presses, HVAC, fluid bed incinerator, chemical feed systems, conveyor systems, flow control gates, plant heating boilers, emergency generators, air emissions system, and disinfection equipment. Frequently utilize personal protective equipment (PPE), self-contained breathing apparatuses (SCBA) respirators, and multiple fall protection devices.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
Job Centered / Work Unit: Decisions made are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: Decisions made may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
Multiple Departments: Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Shutting down of equipment for troubleshooting, making repairs, or for scheduled maintenance. Determining length of time for repairs and if parts are available.	Inventory, Treatment Leader, Mechanical Team Leader	Daily
Recognize hazards in the work place and work to get a corrective solution.	Health, Safety and Security Coordinator	As Needed
Emergency call in repairs determining means to repair and deciding if assistance is needed to correct the issue.	Mechanical Team Leader, Treatment Leader	As Needed
Diagnose and repairing a wide range of equipment and coming up with the appropriate means of repair.	Mechanical Team Leader, Treatment Leader	Daily
Installation, documentation, and communication on new equipment.	Mechanical Team Leader	As needed

SECTION 12 PROBLEM SOLVING	
Example of Problem (3-5 examples)	Resources Used
React to emergency or high priority mechanical situations and adjust work assignments to accomplish work goals.	Input from Operations, Mechanical or Utility Teams and the Mechanical Team Lead.
Develop, update info database for any new or existing equipment, and revise forms, spreadsheets, S.O.P.'s for equipment and procedures.	O&M Manuals, project P&ID's, Excel, Word, CMMS, Asset Reliability Coordinator
Investigate, plan and implement special projects relating to mechanical or facility changes.	Input from Engineers, Asset Reliability Coordinator, and Mechanical Team Lead.
Interact with all departments concerning requested work, follow up or reoccurring jobs that need clarification or correction.	Planner/Scheduler, Mechanical Team Lead, and with internal customers.
Research parts compatibility with installation and design needs.	Inventory Control Specialist, Mechanical team Lead, Asset Reliability Coordinator
Troubleshoot and repair mechanical equipment breakdowns and failures.	CMMS, Asset Reliability Coordinator, Operations

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Directors	Keep them abreast of project updates and to gather information as requested. Also assist in special project teams and interviews as requested.	Weekly
Maintenance Manager	One on One meetings and performance appraisals. Daily direction consultation.	Daily
Mechanical Team Lead	Receive and inform of daily work assignments. Source of information and direction to solve various tasks and problems associated with plant operations. Assume Team Leader responsibilities during absence.	Daily

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E/II Team Leader, Planner/Scheduler, Asset Reliability Coordinator	Providing services pertaining to information of assets, work progress, and schedule updates. Provide documentation for tasks. Help with tracking, adding, and deleting of assets.	Daily
E/I Technicians	Work with during shutdown and start-ups as a result of maintenance work on existing equipment. Work with during new equipment start-ups and troubleshooting of existing equipment.	Daily
Field Service Manger	Help in solving problems associated with billing.	As needed
Field Services Technicians	Work with during shutdown and start-ups as a result of maintenance work on existing equipment. Work with during new equipment start-ups and troubleshooting of existing equipment. Installing, calibration, and servicing of equipment pertaining to the billing services.	Daily
Health, Safety and Security Coordinator	Work on LOTO program and to resolve safety issues that arise during day to day operations. Assist in quarterly safety audits, monthly safety training, and help coordinate new equipment safety requirements prior to startup.	Daily
Treatment Leader and Operations Trainer	Work with during shutdown and start-ups as a result of maintenance work on existing equipment. Work with during new equipment start-ups. Assist in coordinating of an incinerator system outage, troubleshooting along with maintenance of existing equipment.	Daily
Operators	Coordinate equipment shutdowns during normal operation, plant upgrades and pilot projects. Assist with troubleshooting and repairing asset.	Daily
Project Manager, Staff Engineer, Resident Project Engineer, Engineering Technician	Assist with updating plant drawing, prints, and P&ID's. Provide input for plant projects. Help provide information on underground utilities and general plant design.	As needed
Buyer, Inventory Control Specialist	Assist with parts and materials procurement. Updating of spare part lists to individual assets.	Daily
Environmental Compliance Specialist	Assist in answering questions pertaining to regulatory permits. Provide accurate and timely plant data for required regulatory requirements.	As needed
Lab Manager and Staff	Verifying and analyzing calibration samples.	As needed
Administrative Services	Resource for administrative needs	As needed
Contractors and Vendors	Work with during plant upgrades and construction projects to coordinate start-ups, shutdowns, and training. Ensure the proper installation and operation of newly installed electrical/ instrumentation equipment.	Weekly

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS
 Refer to ErgoFactor Job Analysis for this position for details.
<S:\Safety\Blankenheim Project\Operations\Maintenance Mechanic.pdf>

SECTION 16ADDITIONAL COMMENTS
 As this position is included in the annual medical respiratory evaluation program, facial hair, beards, sideburns, etc., which extend into the facepiece-to-face fit area are not permitted. Mustaches or neatly trimmed goatees must be sufficiently short so as not to interfere with the overall function of the respirator.

THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.

JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.