



CITY OF CRETE
POWER PLANT OPERATOR/MAINTENANCE MECHANIC II

Job Status: Non-Exempt; Full-time

Reports to: Power Plant Superintendent, Public Works Director/City Administrator

Supervisory Responsibilities: No

I. GENERAL FUNCTIONS

Maintain and operate Power Plant equipment, and maintain Power Plant facilities to meet City electrical and other utility requirements. Under general supervision, to supervise and perform a variety of skilled mechanic repair work to automotive, plant and power equipment; to carry out a preventive maintenance program. Examples of work: Performs a variety of skilled mechanical repairs to plant and power equipment, and pumps, booster stations and substations; installing bearings and brushes; repairing electrical wiring; repacking bearings; repairing hydraulic systems; overhauling pumps and valves; fabricates special equipment and attachments to equipment involving acetylene and electrical welding; plans and carries out a preventive maintenance program on equipment; paints plant equipment; does general maintenance and repair work to equipment; supervises helpers; maintains records of work performed on equipment. Report to Power Plant Superintendent directly. Full-time, hourly position (could be subject to on-call status).

Desired Qualifications: Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions.

Work Type: Medium Work Classification (as described by ADA) for the majority of duties and responsibilities, and Heavy Work Classification (as described by ADA) for some of the duties and responsibilities associated with this position.

II. TYPICAL DUTIES & RESPONSIBILITIES

1. Accurately and continually monitor Power Plant operations and regulate equipment according to accepted procedures and information obtained from recording/indicating instruments (reading gauges/dials/meters and making adjustments in controlling equipment as indicated, checking all equipment for proper functioning, accurately recording readings at designated time intervals, informing appropriate City personnel of malfunctions in the system, etc.).

2. Effectively maintain Power Plant equipment (conducting routine services as required for all equipment, assessing equipment's optimum performance levels and making indicated repairs/adjustments/modifications, accurately recording service and repair schedules, etc.).
3. Efficiently run Power Plant generators when required by City power demand or local emergencies and when dispatched by power supply contractor.
4. Perform routine vehicle maintenance on City vehicles as designated on a set number of miles service schedule (changing oil and fluids, greasing chassis and gear boxes replacing air filters/headlamps/lightbulbs/wiper blades/spark plugs, etc., repairing minor breakdowns, etc.).
5. Perform routine building and grounds maintenance (daily sweeping, mopping as needed, cleaning equipment, removing snow as needed, mowing/weeding/trimming grounds, painting, making minor building repairs, etc.).
6. Maintain and repair other City Department equipment when requested regarding equipment, machinery, structural, and system repairs, etc.).
7. Monitor and operate City SCADA computer program when it comes on-line (The SCADA computer program stores and organizes input data regarding City utilities information and sub-station system data, including water storage, water pumping, and electric levels, etc.).
8. Effectively respond to assignments from Power Plant Superintendent, and Public Works Director/City Administrator when requested.
9. Assess vehicles and/machinery to accurately diagnose and repair issues.
10. Liaise with clients to determine their automotive requirements and communicate vehicular defects or problems.
11. Provide routine inspections of vehicles and inform clients of any issues.
12. Prepare quotes and work estimates as requested.
13. Keep an accurate log of all work performed.
14. Maintain and clean garage equipment and tools to ensure they are kept in a safe and usable condition at all times.
15. Adhere to company work safety policies and procedures.

III. DESIRED KNOWLEDGE, SKILLS, ABILITIES

1. Thorough knowledge of, skill in, and ability in modern electrical generation principles, practices, and procedures.
2. Ability to synchronize regulating actions associated with municipal power distribution practices.
3. Ability to accurately monitor system operations throughout a one person work shift.
4. Ability to respond to work within a designated time frame when status is on-call.
5. Ability to work in an environment that is hot and noisy.
6. Knowledge of, skill in, and ability in operating hand tools and power tools.
7. Knowledge of, skill in, and ability in engine operation and repair.
8. Knowledge of, skill in, ability in operating gas and electric welders, and in basic metal fabrication techniques and practices.
9. Ability to work effectively with people of all ages and backgrounds.
10. Ability to communicate effectively in diverse situations.
11. Ability to effectively organize duties and responsibilities in order to complete routine duties and responsibilities, as well as related tasks or assignments given or dictated by emergency situations.
12. Demonstrated ability to work effectively on a self-managed basis.
13. Ability to operate computer and learn SCADA program.
14. Experience conducting routine services and vehicle maintenance.
15. Demonstrated experience inspecting vehicles for faults and repairs.
16. Practical knowledge of vehicle diagnostic equipment.
17. Excellent customer service skills.
18. Ability to prepare work estimates and quotes.
19. Sound problem-solving skills.
20. Completion of an apprenticeship is advantageous.

21. Mechanic education and training requirements.

IV. DESIRABLE QUALIFICATIONS

A successful candidate will require various skills and qualifications in order to perform their duties as a mechanic. This includes possessing a high degree of knowledge in order to be a specialist in the automotive field. Typically, a mechanic will require a high school diploma and an associate degree in automotive technology or similar. They will likely be required to hold a valid state vehicle inspection license and possess an ASE or equivalent. A candidate may be required to undertake further certifications to obtain detailed knowledge of diagnostic equipment, vehicles and machinery in order to work as a mechanic. Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions.

V. MINIMUM QUALIFICATIONS

1. After completion of training and evaluation period, must reside within 30 minutes response time in one year.
2. Must maintain a telephone.
3. Must read, write, and speak English fluently.

VI. WORKING CONDITIONS

Medium work classification (as described by ADA) for the majority of duties and responsibilities, and heavy work classification (as described by ADA) for some of the duties and responsibilities associated with this position.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of the Power Plant Operator/Maintenance Mechanic II, and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date