

Facility Maintenance Technician

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Nature of Work

This is skilled technical position performed on facilities and equipment for Rockwood Water, Sewer & Gas. Activities associated with the job include maintaining all equipment and vehicles for all facilities. Additional activities include maintaining all records within the dedicated computer program for all equipment and vehicles. Job duties require considerable knowledge and experience in public utilities operations and maintenance, sufficient strength and agility to perform the physically demanding aspects of the job and strong interpersonal, organizational and decision-making skills. Job performance is evaluated by the Wastewater Superintendent/Inventory Manager through review of knowledge and expertise in public utilities operations and related activities, level of support provided for operational departments, accuracy and thoroughness of all records, ability to complete job assignments in a thorough and timely manner and organizational, interpersonal and decision-making skills.

Illustrative Examples of Work

- Makes special trips to acquire parts and/or supplies when required.
- Inspects tools and equipment and replaces when necessary.
- Performs data entry activities to ensure an accurate accounting of all equipment and vehicles.
- Performs all required inspections for equipment and vehicles with the exception of individually assigned vehicles.
- Prepares a variety of routine and special reports, lists.
- Acquires and maintains service manuals for all machinery, heavy equipment and fleet vehicles.
- Maintains lists of firms in the area who provide service for the equipment and vehicles.
- Tracks all preventative maintenance for equipment and vehicles, including warranty information.
- Assists in making decisions on whether to repair equipment or junk for parts.
- Cleans and maintains the maintenance shop to ensure compliance with required safety regulations.
- Assists with preparing and maintaining repair records and other documentation pertaining to the repair and maintenance of vehicles and equipment.
- Assists the Water Treatment Plant and Wastewater Treatment Plant personnel with procuring maintenance or replacement service for any equipment or vehicles.
- Meets with vendors to review new products, equipment, materials, etc.
- Allocates and maintains records of fuel usage for all vehicles located at the main office.
- Schedules and maintains any rental equipment needed to complete approved projects.
- Performs all inspections for water pump stations, sewer pump stations and water tanks. Reports must be filed electronically and provided to supervisor.
- Mowing and weed eating at Shop location, all pump stations and all water tank properties. Any additional maintenance assigned at the locations. Maintain heaters at pump stations as needed.
- Will provide additional tools or materials to crews as needed.
- Trained as back-up to Inventory Technician.

- Clean locker room as needed.
- Additional maintenance duties as needed for any facility.
- Will be scheduled for on- call and is subject to call-in.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school or GED supplemented with additional training and experience in public utility operations and maintenance; a minimum of five years' experience in utility maintenance or construction; considerable experience in purchasing and inventory control activities; ability to organize and maintain large stocks of parts, materials and supplies in an organized and accessible manner; sufficient physical strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; strong organizational, interpersonal and decision making skills; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

- Thorough knowledge of inventory control methods and practices utilized for public utility operations and maintenance activities.
- Thorough knowledge of computerized applications and databases utilized for purchasing and inventory control activities.
- Considerable knowledge of the approved Purchasing and Procurement policies and practices for Rockwood Water, Sewer & Gas.
- Ability to maintain an adequate supply of parts, supplies and materials in an organized and accessible manner.
- Ability to establish and maintain effective inventory control methods and practices and ensure the accuracy of all receipt and disbursement activities.
- Ability to read and interpret manuals and schematics utilized for public utility operations.
- Ability to follow instructions and communicate effectively with vendors, the public and co-workers.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to utilize computer terminals and software applications used for inventory control and purchasing activities including Microsoft Word and EXCEL software.
- Skill in the use of power tools, hand tools, and other equipment and machinery utilized in warehouse operations.

Necessary Special Requirements

- Possession of valid Tennessee Commercial Drivers license and the ability to be insured at standard vehicle liability rates.
- Current certification as a Fork Lift operator.

Physical Requirements

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils.

Rockwood Water, Sewer & Gas
FLSA – Non-Exempt
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