



JOB DESCRIPTION **WASTEWATER MECHANIC HELPER**

*Conservation
Commitment
Community*

DEPARTMENT:	Wastewater	JOB TITLE:	Wastewater Mechanic Helper
REPORTING TO:	Wastewater Lead Mechanic	GRADE:	31
DATE PREPARED	September 2020	FLSA STATUS:	Non-Exempt

Job Summary:

The Wastewater Mechanic Helper is responsible for assisting the Wastewater Lead Mechanic with repairing, rebuilding or replacing pumps, small motors, valves and related equipment at wastewater treatment plants. This position performs general maintenance and facility upkeep.

Essential Duties and Responsibilities:

- Assist with the repair, rebuild or replacement of pumps, motors, controls, valves, gear reducers and related equipment.
- Perform regularly scheduled preventative maintenance, including checking lubrication, filters and belts on all wastewater treatment facilities owned or operated by CCUA.
- Perform facility maintenance, including yard maintenance, painting, and cleaning of CCUA wastewater facilities.
- Clean shop, tools and equipment.
- Ensure the availability of proper tools, equipment, and parts for maintenance and repairs.
- Safely operate motor vehicles owned by the CCUA.
- Follow all CCUA policies and procedures.
- Assist other departments with special projects or excessive workloads, as needed.
- Perform other duties, as needed.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- High School diploma or equivalent.
- Valid driver's license issued by the State of Florida and have a satisfactory driver's record based on the criteria listed in the Clay County Utility Authority handbook.

Knowledge/Skills/Abilities:

- Job-Specific Knowledge – Mechanical aptitude. Able to identify various tools and equipment.
- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.
- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization; work productively on a team and independently. Able to organize parts and tools needed for maintenance and repairs.

JOB DESCRIPTION ~ WASTEWATER MECHANIC HELPER

- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner.
- Organization and Time Management – Able to work independently minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines.
- Analytical Problem-Solving and Decision Making – Critical thinking and problem-solving abilities. Research, analyze, identify viable options, draw sound conclusions, and make thoughtful recommendations.
- Systems and Software – Basic computer skills; Microsoft Outlook and Word.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle

Physical Requirements: (X = Required for job)			
	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods	X	Lifting/carrying between 20 – 49 pounds (various items)
	Viewing computer screen for extended periods	X	Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Crawling/Crouching
X	Writing	X	Climbing
X	Seeing 1-5 feet	X	Physical endurance under variable weather conditions
X	Seeing 5+ feet	X	Other (list): driving company vehicle

Hazards: (X = Required for job)			
X	Standard office environment	X	Electrical current
X	Toxic or caustic chemicals	X	Housekeeping and/or cleaning agents
X	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation	X	Proximity and use of hand-held powered equipment and/or moving mechanical parts
	Other (list):		Other (list):

Employee Acknowledgement:	
I have reviewed and understand the requirements stated in this Job Description.	
Employee's Signature	Date