

CITY OF WESTMINSTER, SOUTH CAROLINA POSITION DESCRIPTION

WATER PLANT ELECTRICIAN/MAINTENANCE MECHANIC

GENERAL

Employees in this position will perform a variety of semi-skilled and skilled tasks in the operation and maintenance of the Water Treatment Plant. When necessary, the employee may perform other duties outside of the Water Treatment Plant such as related work located at the raw water source intake.

Employees in this position will generally report to the Water Treatment Plant Supervisor.

ESSENTIAL DUTIES:

- Troubleshoot, repair and perform preventative maintenance on pumps, motors, actuators and various control valves.
- Observes variations in operating conditions and interprets meter and gauge readings
- Operates, calibrates, transports, and performs basic equipment maintenance
- Performs operational checks on treatment plant and records information on operating records and logs.
- Performs basic electrical functions including resetting and / or restarting equipment, testing, and changing fuses.
- Electrical, instrumentation, fields systems and components
- Operation of diesel generator/emergency power
- Cleans out sludge basins based on maintenance schedule
- Installation of instrumentation, SCADA, telemetry, variable frequency drives, and wiring of panels a plus
- Instrumentation calibrations; diagnostics and troubleshooting with test equipment
- Plan, layout, and install conduit and wiring from simple circuit to complex control panels
- Familiarity with NEC, NFPA 70E, Arc Flash regulations, CPR, and Confined Space are a plus
- Use electrical and mechanical schematics, blueprints, and technical manuals
- Perform preventive and corrective maintenance on all mechanical/electrical equipment and system components including but not limited to pumps, valves, piping and gauges
- Operate overhead crane, hand and power tools

OTHER RESPONSIBILITIES:

- Ensure the proper maintenance of equipment and tools by cleaning and inspecting equipment after use.
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor.
- Assist crew personnel as warranted with any cutting, fitting, installation, cleaning/flushing

and repairs of water mains and system appurtenances.

- Operate a variety of construction and maintenance equipment used in the water treatment plant.
- Serve on various employee committees or other committees as assigned.
- Not abuse any City vehicles or equipment ensuring only normal wear.
- Maintain as current and not let expire any and all required licenses and certifications.
- Abide by all City policies.
- Perform other duties as assigned.

SAFETY:

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses. All operators shall:

- Handle hazardous materials safely and with full knowledge of the potential dangers associated with the chemicals used on the job.
- Inform the proper authorities in the event of a chemical spill, assisting in the containment and evaluation of the impact of the spill.

MINIMUM QUALIFICATIONS:

- Education and Experience
 - Graduation from High School or G.E.D. equivalent
- Knowledge and Skills
 - Basic knowledge of hand tools
 - Ability to perform heavy manual work for extended periods of time and in adverse weather conditions.
 - Ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public.
 - Ability to communicate effectively verbally and in writing.
 - Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Possess and maintain a valid South Carolina vehicle driver's license.
- Have a home telephone, cellular or land line, for employee to contact the workplace and the workplace to contact the employee.

- Be willing be "on-call" whereby mobility/activities are restricted and the employee is subject to be called in to work on emergency situations.
- Should reside within a thirty-minute drive of the workplace.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment including, but not limited to: pickup truck, pumps, compressors, generators, hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of the activities required and the work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel, and operate objects, tools, or controls and to reach with the hands and arms. The employee frequently is required to see, smell, stand and to talk and to hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works outside regardless of the weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic and caustic chemicals, and risk of electrical shock.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay info: Pay is dependent on qualifications. The City of Westminster offers a full benefits package state retirement, paid health insurance to all full-time employees.

How to apply: Applications are available at www.westminstercsc.org. Go to Quicklinks, Careers, print and complete application. You may email resumes and applications to ddieska@westminstercsc.org or mail applications and resumes to Diana Dieska City of Westminster Water Treatment Plant Supvr. P.O. Box 399 Westminster, SC 29693.

Deadline: Open until filled

EOE Disclaimer The City of Westminster is an Equal Opportunity Employer.