



## City of Lake Oswego, Oregon

### Job Description

#### MAINTENANCE TECHNICIAN

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 137**

**Job Code: 4020**

#### Class Summary

Under supervision of the Water Treatment Plant Manager and Assistant Plant Manager, the Maintenance Technician performs a variety of semi-skilled to skilled duties related to the maintenance and repair of equipment and infrastructure at the Water Treatment Plant. Responsibilities, as assigned, may include maintaining, installing, repairing and troubleshooting mechanical equipment and facilities for the Water Treatment Plant and River Intake Pump Station; as well as development of reports and updating procedures.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Performs routine maintenance, installation, repair, and cleaning of equipment, systems, and infrastructure common to a water treatment facility.
2. Supports WTP Operations staff and responds to staff requests for equipment repair and troubleshooting.
3. Performs carpentry, pvc pipe work, and painting.
4. Works with and provides directions to contractors and vendors.
5. Maintains motors, pumps and valves in a variety of types and sizes.
6. Performs work on chemical storage and delivery systems.
7. Prepares and maintains various reports, worksheets, plans, correspondence, graphs and work orders; enters data into data management systems; reviews documents and data input for accuracy and integrity.
8. Responds to and resolves complaints or issues. Provides information and/or training and education related to support area.
9. Monitors supply, parts, and equipment inventory levels and ensures adequate resources. Initiates requisitions, tracks purchases and inventory; receives orders; ships materials; and ensures quality of materials or equipment upon receipt.
10. Participates in troubleshooting and finding solutions to mechanical or design problems.
11. Operates equipment such as Forklift and Bridge Crane with City provided training and certification.
12. Performs other duties of a similar nature and level.

## **Minimum Qualifications**

### **Knowledge of:**

- Occupational hazards and related safety precautions and practices.
- Basic construction materials and principles.
- Basic hydraulics.
- Computer applications related to maintenance management practices.

### **Skills and Abilities to:**

- Interpret and apply applicable laws, codes, regulations and standards.
- Operate and maintain applicable vehicles, equipment, hand and power tools.
- Perform manual labor.
- Understand and interpret complex technical documents, system maps, design drawings, diagrams and schematics and other documentation related to a water system.
- Read manuals and equipment related documents.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is with a High School Diploma or GED and, as assigned, three to five years of industrial and/or water treatment plant maintenance and repair experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classifications are required to possess a valid driver's license and ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to fifty (50) pounds of force occasionally and/or up to twenty (20) pounds of force frequently, and/or up to ten (10) pounds of force consistently.

May be required to stand for long periods of time, up to full length of shift; walk over rough terrain, up and down inclines, stairs, on paved and unpaved surfaces, and over long distances.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

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