



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:

- Performs routine maintenance, inspection, troubleshooting, installation, repair, and cleaning of equipment, systems, and infrastructure common to a water treatment facility.
- Supports WTP Operations staff and responds to staff requests for equipment repair and troubleshooting.
- Performs carpentry, PVC pipe work, and painting.
- Performs research, design, and basic fabrication to improve mechanical equipment and treatment processes.
- Works with and provides directions to contractors and vendors.
- Maintains motors, pumps and valves in a variety of types and sizes.
- Performs work on chemical storage and delivery systems.
- 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.
- Revises, updates, and creates equipment manuals and records regarding equipment operation and performance.
- Responds to and resolves complaints or issues. Provides information and/or training and education related to support area.

- 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.
- Operates equipment such as Forklift and Bridge Crane with City provided training and certification.
- 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 hydraulic principles.
- Treatment plant mechanical equipment and pumps/valves utilized in the water piping systems.
- 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, pump curves, system maps, design drawings, diagrams and schematics and other documentation related to a water system
- Read manuals and equipment related documents
- 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 3 to 5 years of industrial and/or water treatment plant maintenance and repair experience; or a two year college degree in industrial mechanics or related field or equivalent trade school certificate or apprenticeship program participation; 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 classification are required to possess a valid driver's license and ability to meet the City's driving standards.

The following certification and/or licenses may also be required: Oregon Distribution Level 1 certification within 18 months of hire date.

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. Moderate Physical Work: Must be able to move objects by exerting up to 50 pounds of force frequently, and/or up to 10 pounds of force consistently.

Must be able to use ladders safely, as well as be able to work in confined spaces. Preferred candidate must be able to work under occasional stress.

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.

Department Director

Date

Human Resources Director

Date

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.