

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Maintenance Working Leader	Department:	Filtration Plant
Requisition Number:	2019156		
Hours:	7:00 a.m. – 3:00 p.m.	Rate of Pay:	\$25.1947 - \$26.8342 per hour
Date Posted Up:	6-26-19	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Under general direction of the Supervisor of Maintenance and/or Superintendent, the incumbent assists in the direction of plant maintenance operations and oversees major repair projects of the wastewater treatment plant, the water filtration plant, Cedarville Dam, the Hurshtown Pumping Station and Reservoir, and the Honeysuckle Water Plant and their related facilities. Employee will be assigned on-call rotation. The incumbent is expected to exercise a fair amount of good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including personnel records and all associated information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Operations/Judgement

- Capable of performing all functions and activities of the Industrial Mechanic Position;
- Manages projects for the installation of new equipment, upgrade of existing equipment, and maintenance of all machinery within the Filtration Plant. This includes getting quotes, scheduling the work to be done, and following the project through completion;
- Assists in the direction and coordinates work assignments for the other Mechanics and contracted services;
- Leads and works with assigned crews;
- Coordinates daily tasks for group and schedules work in absence of Maintenance Supervisor;
- Oversees major repair projects including frequently working in remote or unsupervised settings with subordinate maintenance personnel performing equipment maintenance and repair tasks;
- Performs machining, fabricating and welding activities as required in a safe manner;
- Oversees functions to ensure grounds are properly maintained;
- Utilizes CMMS to perform scheduling of maintenance staff, to record associated labor time and materials and to enter all necessary and applicable data;
- Works directly with Plant Clerk to assure proper mechanical inventory and supplies;
- Assists operators or other employees as needed;
- Performs relief as required;
- Unloads chemicals such as lime, carbon, chlorine, fluoride, and other chemicals deemed necessary for proper operations and maintenance of the facility;
- Delivers samples of chemicals to the lab for analysis and restocks sample collection containers;
- Assists in training of other employees;

Communication

- Instructs, by example, the repair and preventative/predictive maintenance of all equipment used, and buildings in the WPC Plant and/or the Filtration Plant and their related facilities;
- Meets with vendors and arranges the ordering of parts and materials, assists with optimization of inventory through CMMS;
- Provides input and information for O&M and Capital budgeting processes;
- Communicates effectively both orally and in writing.

Diagnostic/Preventative Maintenance

- Schedules preventative/predictive maintenance of all equipment and facilities;
- Ensures tools and work areas are maintained in a clean and orderly fashion;
- Inspects, maintains, and properly uses assigned hand tools, power tools, and safety equipment;
- Monitors, troubleshoots, operates, cleans, maintains, and directs others in how to properly maintain and clean chemical handling and unloading equipment, machinery, and work areas;
- Performs safe practices to prevent chemical contamination of storm water run-off.
- Checks and monitors sewer lift stations;
- Repairs sewer lift station equipment as required;
- Works with sewer contractor on sewer lift station cleaning, maintenance, and troubleshooting;
- Collets water quality samples as required;
- Responds to hazardous material spills;
- Ability to operate heavy equipment including vector truck, front end loader, back hoe, etc;
- Remains on call for emergencies;

MARGINAL FUNCTIONS

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The incumbent directs Industrial Mechanics. Carries out the responsibilities in accordance with the organization's policies and applicable laws.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school plus 3 years experience; or 5 years related experience and/or training; or equivalent combination of education and experience. Two years leading mechanical crews and managing projects

ADDITIONAL EXPERIENCE

Intermediate level computer skills; ability to read and interpret blue prints and technical drawings.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Commercial Driver's License (CDL - B) with Tanker Endorsement;
- Confined Space Entry certification;
- CPR;
- First Aid;
- Blood borne Pathogens.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Deemed physically fit to wear respirator and must pass post-offer physical.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to extreme heat. The employee enters, exits, and works in confined spaces. The noise level in the work environment is usually loud. Employee is frequently exposed to wastewater, septage, and associated pathogens.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana

counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above.
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Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.