

Job Title: Maintenance Specialist (**FORMERLY MM1**)

Organization: Avon Lake Regional Water

Immediate Supervisor: Facilities & Asset Manager

Positions Supervised: N/A

FLSA Status: Non-Exempt

Bargaining Unit: Yes

### **GENERAL RESPONSIBILITIES:**

Under the general direction of the Chief of Utility Operations but receiving direct supervision and assignments from the Facilities & Asset Manager. This position maintains all plant and system equipment, and must be available for overtime. This position must inspect and repair all plant and Distribution & Collection systems equipment, perform electronic and electrical work, read and understand electrical drawings, practice and set up preventive maintenance procedures for equipment and maintain maintenance records, perform maintenance on buildings and grounds, be able to troubleshoot and repair PLC's, process equipment, and instrumentation.

### **GENERAL QUALIFICATIONS:**

1. Valid Ohio State Driver's License; valid Commercial Driver's License.
2. Minimum of five (5) year's maintenance and operation experience in a water and wastewater plant with considerable experience with PLC's, telemetry, SCADA, process, and instrumentation.
3. High School Diploma required.
4. Bachelor degree in Electrical Engineering or similarly related field, or Associate degree with 10+ years' experience in related field, preferred.

### **SPECIFIC DUTIES**

Under the supervision of the Facilities & Asset Manager shall perform a variety of technical and routine tasks including but not limited to:

- Must have a comprehensive working knowledge of overall water and wastewater plant operations and their relationships, and of equipment repair and preventive maintenance procedures necessary for efficient and continuous operation. Must know all plant operations of the water and wastewater plants and pumping stations.
- Must have the ability to operate and repair plant equipment and set up procedures necessary to assure their continuous operation. Must be able to use a great deal of good judgment during the operation and repair of this equipment and be able to recognize and analyze the signs of malfunctions prior to their occurrence.
- Must be able to use light to heavy hand tools; may require work under poor weather conditions and the physical and mental attentiveness to assure a proper job on highly technical and expensive equipment. Must be able to work in various environmental conditions, i.e. inclement weather, heights, warm and/or cold environments, etc.
- Must maintain plant and system operations while performing repair and maintenance; therefore, at

times it will be required to vary from set operational procedure to assure continuous operation. Must be fully aware of and use proper safety procedures, thereby avoiding accidents. Make recommendations for equipment purchase and perform 6S standards.

- Must have understanding of variable frequency drives and 4-20 MA current loops
- Must keep asset management portfolio updated.
- Must understand ISO 9001 and ISO 50001 principles, have knowledge of strategic energy and asset management, and assist in the Quality Initiative culture of the organization.
- Perform additional functions/tasks as required.