

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Operation & Maintenance Technician		
<b>Job Code:</b>	TC5340	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/26/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of routine/minor maintenance/technical duties and manual labor tasks in the operation of a water treatment process and, maintenance of the City's water or wastewater treatment plants, facilities and equipment. Assists upper level water systems technicians, maintenance mechanics and supervisory staff with assigned tasks.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Maintains, operates and adjusts treatment plant pumps, motors, feeders and other equipment.
2. Performs basic plumbing duties. Utilizes a variety of piping and related plumbing equipment.
3. Participates in the routine laboratory analysis of water at various stages of the treatment process to determine plant efficiency. Loads and unloads chemical feeding devices; prepares samples.
4. Maintains and operates electrical distribution systems and generator distribution stations.
5. Assists mechanical staff with maintenance of facilities and equipment. Adds oil or grease to components as needed. Maintains, repairs and operates stationary diesel or tri-fuel engines.
6. Adheres to operational schedules and methods to ensure efficient water or wastewater plant operations. Identifies resource needs; reviews needs with appropriate management staff.
7. Performs water quality testing to evaluate the condition of water at various stages of treatment. Contrasts water product with water quality demands and standards.
8. Participates in monitoring work area to ensure a safer working environment. Cleans chemical leaks and collects debris. Follows safety guidelines established by the assigned department.
9. Assists in monitoring and evaluating drinking water in distribution systems. Helps ensure water quality meets customer expectations.

10. Operates hand tools and equipment appropriate to assigned responsibilities. Uses welder, air compressor, forklift and related equipment.
11. Performs other duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Materials, tools, and techniques used in water or wastewater plant operations.
  - Materials, methods, practices, and equipment used in water or wastewater plant operations including valves, pumps and motors.
  - Basic operational characteristics, services, and activities of a water or wastewater plant operation program.
  - Arithmetic operations (addition, subtraction, multiplication, and division).
  - Safety precautions and practices as applied to water/wastewater plant operations.
  - Engine operation and principles including repair of large stationary engines.
  - Materials, tools and techniques used in plant operations.
  - Maintenance, repair and operation of motors, mechanical and chemical equipment utilized by pumping and water treatment facilities.
  - Safety precautions and practices as applied to electrical, mechanical, and construction activities.
  - General departmental policies and regulations.
  - Pertinent Federal, State and local laws, regulations and policies.
- **Skill in:**
  - Multitasking.
  - Time Management.
  - Making observations.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Operate and maintain water or wastewater treatment plant, equipment and mechanical controls.
  - Read gauges and other recording devices at treatment plants and facilities.
  - Participate in water quality control testing analyses and procedures.
  - Use and operate hand tools, mechanical equipment and power tools and equipment required for working in a safe and efficient manner.
  - Follow written and verbal instructions.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and two years' experience in water production or wastewater treatment plant operations and maintenance.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Possession of , or ability to obtain, a Grade "C" Surface Water, and/or Grade "C" Wastewater Certification from the State of Texas at the time of employment.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **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.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.