

TITLE: Assistant Maintenance Technician

DEPARTMENT: Wastewater/Water

GENERAL SUMMARY: Assist in the maintaining of equipment, buildings, and vehicles associated with wastewater/water operations and assist other departments, as needed, within the Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the continuing development and implementation of a comprehensive maintenance program for all Authority equipment and buildings, including:
 - a. Water and wastewater treatment facilities
 - b. Booster stations
 - c. Pump stations
 - d. Vehicles
 - e. Snow removal at MAWSA facilities
2. Perform all maintenance duties outlined in the maintenance program
3. On-call rotation
4. Assist with other departments with maintenance and repairs as needed
5. Assist with water meter/transmitter installation
6. Assist with sales inspections and leak detection inspections

SKILLS/ABILITIES:

- Effective verbal, oral, and written communication
- Accurate recordkeeping
- Basic knowledge of computer applications to retrieve and input data.
- Ability to research and source parts and materials
- Understand and follow written and oral instructions, read, write legibly, and make accurate calculations
- Follow safety procedures and identify hazards
- Work independently and exercise good time management along with the ability to prioritize maintenance projects
- Frequently lift up to 60 lbs., stand and walk for long periods of time, bending and reaching; pushing and pulling
- Knowledge of light and medium equipment operating procedures,
- Knowledge of general maintenance and repair practices essential for Authority equipment
- Operate manual and power tools
- Ability to cooperate with co-workers as member of a team
- Ability to inspect equipment, diagnose nature of problem, and take or suggest course of action
- Basic electrical and plumbing knowledge
- Ability to review and interpret Operational and Maintenance manuals

- Utilize observation skills to identify possible issues and contact appropriate staff members immediately

QUALIFICATIONS:

- High school diploma or equivalent
- Maintenance experience preferred or mechanically inclined
- Must possess a valid PA driver's license

WORKING CONDITIONS:

- Work is frequently performed alone, either inside around noisy equipment or in the outdoors in a variety of weather conditions. Adherence to safety standards is required for work which is performed on and around a variety of potentially hazardous electrical or mechanical equipment, occasionally around hazardous substances.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORT TO: Operations Manager
EMPLOYEE STATUS: Non-exempt
DATE: 05/2021