NEW Water, the brand of the Green Bay Metropolitan Sewerage District, is accepting applications for a Maintenance Mechanic. This position is a full-time, non-exempt position and reports to the Maintenance Manager. Applications will be accepted until position is filled. Interested applicants can apply online at www.newwater.us.

**HOURLY WAGE RANGE:** $23.72 – $33.49 (Pay Grade 9)

**HIRING WAGE RANGE:** $23.72 – $27.89

**SUMMARY:**

Responsible for performing a wide range of complex, predictive, preventive, and emergency maintenance and repair activities on equipment located in NEW Water's wastewater treatment facilities and collections system. Responsible for inspecting, troubleshooting, installing, repairing, lubricating, fabricating, and adjusting critical equipment affecting the operation of the plant. Safely maintain permit requirements using a wide array of specialized equipment and highly developed skills. Makes recommendations regarding the continued operation of plant equipment based on an investigation of particular mechanical maintenance related problems.

Work direction is received through the Mechanical Team Leader and performed under general direction. Work is reviewed for quality, thoroughness, adherence to schematic drawings or design concepts, installation efficiency, and timeliness by the Mechanical Team Leader or the Maintenance Manager, through observation of results and reports generated by the Computerized Maintenance Management System (CMMS). Responsible for documenting the resolution of tasks in the CMMS and updating any schematics or drawings associated with the task. Responsible for providing quality service to internal and external customers through the timely and accurate completion of mechanical maintenance work orders, thereby assisting NEW Water in fulfilling its mission statement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Ensuring Operation and Reliability of Equipment. Performs preventive maintenance, lubrication, adjustment, alignment, balancing, routine and emergency repairs on NEW Water's equipment including: pumps, compressors, valves, filtering and screening equipment, motors and mag-couplings, incinerators, boilers, HVAC systems, flow control devices, motorized vehicles, boats and other apparatuses, throughout the plant and at remote locations, to insure the safe and efficient operation of plant processes. Uses machine shop, welding, pipefitting, media blasting, and painting equipment to fabricate new parts, tools, and rebuild existing equipment to improve the operation of the NEW Water's machinery. Identifies and gathers replacement parts, supplies, tools, materials, and supporting equipment. Focuses on the timely completion and quality of work, including job site and tool clean-up and proper storage. (70%)
Troubleshooting Equipment Problems. Performs failure analysis on mechanical equipment by observing its operation, formulating a logical troubleshooting approach, and utilizing precision measuring devices such as ultrasound, vibration analysis, or infrared to determine equipment problems. Enters work requests in the CMMS to identify maintenance problems encountered while performing their duties. Makes recommendations regarding needed improvements. (15%)

Documentation, Training, Evaluations, and Special Projects. Documents completed tasks in the CMMS. Recommends updates to and/or revises mechanical systems diagrams and blueprints. Attends special training to improve existing skills or obtain certification as needed. Participates in training on new plant processes and systems. Provides training, mentoring, and assistance to others. Seeks assistance, identifies training needs, and actively pursues training opportunities that are available. Provides fair and honest assessments of the performance of NEW Water staff. Integrates mechanical design and maintenance considerations into specific portions of plant construction and renovation projects. Participates in the design review and construction coordination of new or enhanced facilities. (15%)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge - Considerable knowledge of methods and techniques involved in the operation, installation, maintenance, and repair of stationary and mobile mechanical equipment used in a wastewater treatment facility, collections system, or other industrial settings. Considerable knowledge of the design, operation, and maintenance of a wide variety of pumps, compressors, valves, and conveyance equipment. Knowledge of the maintenance and operation of high and low pressure boilers, heating, ventilation, air conditioning systems, and associated auxiliary equipment. Knowledge of mechanical, hydraulic, pneumatic, and basic electric principles.

Considerable knowledge of permit-required confined spaces (OSHA 1910.146), respiratory protection (OSHA 1910.134), and lockout/tag out (OSHA 1910.147).

Skills and Abilities - Considerable ability to diagnose and troubleshoot mechanical equipment problems, to use sound judgment in arriving at an effective and appropriate solution, and to take proper corrective action. Highly skilled in the safe use of hand and power tools, media blasting and painting, lubrication, hoisting, rigging, machine shop equipment, fabricating, and welding equipment.

Ability to read and interpret service manuals. Ability to read, interpret, and make revisions to mechanical system diagrams and blueprints. Ability to understand elementary electrical and process schematic drawings. A thorough understanding of safe work practices, hazard recognition, and the proper use of safety and personal protective equipment.

Good oral and written communication skills, basic computer and mathematics skills. Ability to keep accurate records and prepare routine reports from such records. Ability to work independently or as a part of a team and be able to establish and maintain effective working relationships with internal and external customers.
Become certified in confined space entry procedures, CPR, and First Aid within the first six months of employment. Must have training in forklift operation, respiratory protection, lockout/tag out, and fire extinguisher operation within the first year of employment. Required to be a sighted individual (vision corrected to 20/30) for performing tasks, computer use, and for safety reasons.

QUALIFICATIONS:
This position requires a high school diploma or its equivalent and the successful completion of a Maintenance Mechanic Apprenticeship Program. Must possess Certificate of Apprenticeship as a journeyman Maintenance Mechanic.

WORKING CONDITIONS:
Working conditions include frequent demanding physical activity and mental concentration on a wide variety of tasks. Work is performed inside and outside the wastewater treatment facilities and at remote lift and meter station locations, with exposure to potentially harmful atmospheres, confined spaces, extreme weather, raw wastewater, biosolids, slippery, and dusty conditions. Must be able to work safely with, and in close proximity to, operating mechanical devices with a potential for serious injury present, for many hours each day. Required to use light hand tools and heavy power tools, occasionally lift loads in excess of 50 pounds, stand, walk, stoop, crouch, crawl, sit, twist, turn, climb ladders, work from scaffolding, or lifting equipment and work in very awkward positions for extended periods. Individuals in this position work day shift but can be subject to call-in at all hours of the day or night and are required to assume scheduled standby duties on weekends and holidays in the mechanic trade. The level of risk is such that it requires close attention to work details, adherence to safety programs and procedures, and use of personal protective equipment to prevent accidents or injuries.

APPLICATION:
This position description is intended to identify essential duties and illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

Position Descriptions are subject to revision at any time at the discretion of management.