

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	<b>Plants Maintenance – Skilled Worker I</b>	<b>UNION:114</b>
<b><u>CLASS TITLE:</u></b>	<b>Skilled Worker I</b>	<b>SG:10</b>
<b><u>DEPARTMENT:</u></b>	<b>Public Works/Operations</b>	<b>CS:P</b>
		<b>FLSA:Y</b>
		<b>EEO4CODE:SC</b>

#### **JOB SUMMARY:**

Position independently performs maintenance and operations duties at water and wastewater treatment plants, pumping stations, lift stations, reservoirs, and other facilities. Specific duties depend on day-to-day assignments and combine maintenance and operations skills. Examples include routine preventative maintenance, field and equipment checks, minor troubleshooting, initiating work orders, cleanup of water and wastewater plants, or facilities and grounds maintenance. Error or negligence in performance could have serious consequences for the City's water and/or wastewater system and public health.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Maintenance Supervisor within the Plants Division. Receives assignments, work direction, and training from maintenance personnel. Works under State, City, and departmental regulations, policies, procedures, and safety rules. Acts as a lead for seasonal labor.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Performs plant service, cleanup, and designated maintenance tasks using a variety of power and hand tools such as hoses, brooms, hand grinders, scrapers, drills, chippers, hammers, saws, etc.
2. Performs building and plant custodial tasks such as cleaning floors, restrooms, and windows, and doing light maintenance such as painting.
3. Performs manual labor including, but not limited to, digging, shoveling, sweeping, mopping, washing, grinding, painting, lifting, and carrying equipment.
4. Cleans water and wastewater treatment equipment including but not limited to reservoirs, pump stations, pumps, wet wells and associated equipment, dry wells, lift stations, grounds, etc.
5. Operates forklift, service vehicles, personnel lift, and other mobile equipment.
6. Works independently and under general supervision; prepares, plans, prioritizes, and schedules the daily work, as well as inspects and establishes standards for the work done.
7. Performs preventative maintenance such as inspection, cleaning, lubrication, checking tolerances, and exercising on pumps, motors, compressors, instrumentation, chemical metering equipment, etc., according to established schedules.
8. Performs initial fault analysis on pneumatic, pumping, hydraulic, and electrical systems.

9. Initiates and performs corrective maintenance such as diagnosing, troubleshooting, adjusting, and parts and associated systems. Assists in installation of new machinery or components.
10. Records information and writes reports to maintain complete and accurate records of equipment and maintenance performed, using a computer database maintenance management system.
11. Maintains buildings and remote facilities for structural soundness, functional use, and neat appearance by performing carpentry and plumbing.
12. Maintains protective coatings of facilities and equipment, by surface preparation and applications of paints, sealants, epoxy products, varnishes, coal tar, etc.
13. Performs housekeeping duties to maintain clean work areas and facilities, and maintain tools and equipment used in performance of duties.
14. Serves in a team lead role to provide technical guidance and coaching to co-workers and extra labor crews. Plans work for and leads extra labor crews, assuring safety, quality, and completeness.
15. Assists in the design, layout, and phasing of construction projects. Independently executes and plans construction projects in the field such as, but not limited to, construction of retaining walls, drain fields, road maintenance, trail building, stair construction, and pipeline location and maintenance.
16. Monitors and checks the performance of water pumping stations, reservoirs, wastewater lift stations, and other miscellaneous remote facilities.

**ADDITIONAL WORK PERFORMED:**

1. Maintains landscaping, which includes monitoring and reviewing work completed by contractors, and landscape work not included in the contract. Performs various jobs from pruning, brush removal, herbicide use, trash, creek cleaning, etc.
2. Monitors and reviews work for completion and quality of contractors working on routine projects.
3. Assists maintenance personnel in removing, dismantling, and repairing plant equipment.
4. Performs other duties and responsibilities as assigned.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Knowledge and safe use of basic hand and power tools associated with the maintenance of equipment and facilities in an industrial plant.
- Working knowledge of the City's water distribution and wastewater collection stations.
- Working knowledge of and skill to perform troubleshooting, fault analysis, preventative and corrective maintenance on pumps, motors, hydraulic and pneumatic systems and instrumentation.
- Ability to understand the functional nature of machines and to visualize the relationship of components.

- Ability to plan details of generalized assignments and to provide leadership to extra labor personnel.
- Ability to make accurate decisions independently in high stress situations and initiate work to prevent costly results.
- Ability to comprehend complex systems and individual equipment.
- Ability to work under general supervision.
- Ability to read and follow technical manuals and drawings.
- Ability to safely handle toxic materials.
- Ability to learn to recognize and prevent cross connections.
- Ability to follow established policies and safety guidelines and be able to independently recognize and secure safety hazard situations.
- Ability to establish and maintain effective working relationships with diverse groups including employees, personnel from other City departments, and the general public.
- Ability to understand and follow written and oral instructions.
- Ability to write legibly and communicate effectively verbally.
- Ability to add, subtract, multiply, and divide.
- Willingness to work a flexible schedule involving shift rotation, call-back for relief shifts, overtime and emergency situations which may include evenings, weekends, or holidays.
- Willingness and ability to work safely around high speed, high horsepower, and high voltage rotating equipment.

### **WORKING ENVIRONMENT:**

The Skilled Worker's duties are performed both indoors and outdoors in all weather conditions in an industrial plant environment at the water and wastewater plants, pump stations and other facilities of the water distribution and sewage collection systems. The work is in a high risk environment which requires special safety precautions, i.e., working around high speed, high horsepower, and high voltage rotating equipment; with irritant chemicals; and with exposure to raw sewage. Employees may be required to use protective clothing such as overalls, rain gear, masks, boots, goggles, gloves, shields, respirator, or other equipment. Independently lifts and handles a variety of moderately heavy components.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Utility Workers interested in qualifying for non-competitive promotion to Skilled Worker in the Plants Division must declare their interest in writing so that their supervisors may arrange the schedule rotation needed to acquire the skills and knowledge.
- Utility Workers will receive non-competitive promotion to Skilled Worker when they satisfy all of the following requirements:
- Four years experience as a Utility Worker, of which at least two years was gained in the Plants Division, and demonstrated knowledge, skills and ability to meet the following requirements:
  - Applying safe work practices in plant operation and maintenance,
  - Carrying out:
    - Plant operations utility maintenance routines.
    - Pump and lift station preventive maintenance routines, and
    - General facility maintenance and upkeep.
  - Independently complete assigned tasks that meet quality standards.
- High school graduation, GED, or equivalent.

**NECESSARY SPECIAL REQUIREMENT:**

- Must have and maintain WDLI First Aid Card within one year of employment.
- Must obtain and maintain City of Bellingham Flagger Certification Card within one year of employment.
- Must have and maintain WDLI Fork Lift Operator’s card within one year of employment.
- The person in this position may be required to work weekends, Saturdays, holidays, or emergency shifts.
- Possess and maintain a valid Washington State drivers license during length of employment.

**PREPARED BY:** Holt Consulting  
7/00

**REVIEWED BY:** \_\_\_\_\_  
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**COMMISSION ALLOCATION:** \_\_\_\_\_