

The City of Wooster
Plant Mechanic – Full-time Classified Position

The Plant Mechanic is responsible for the preventative maintenance and regular inspection of running motors and pumps in the Water Pollution Control or Water Treatment Plant. This position performs skilled mechanical work in the maintenance and repair of specialized machinery.

Applicants must meet the following:

MINIMUM QUALIFICATIONS: Qualified candidates must have a high school diploma or equivalent and a valid motor vehicle license issued by the State of Ohio. A valid commercial driver's license issued by the State of Ohio must be obtained within one year of hire. Must meet insurability guidelines. A Class I Operator state certification issued by the Ohio Environmental Protection Agency **or** obtained within 48 months of hire is required. Experience in mechanical maintenance work involving plumbing, mechanical and electrical/electronic repair and installations is required. (Please refer to complete job description for details)

EXAMINATION PROCESS: An unassembled Civil Service Examination will be administered for this position. Candidates meeting minimum qualifications will be contacted to schedule an oral examination. Passing applicants on the civil service examination will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to: psychological and/or psychiatric examination, CVSA examination, drug screen, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted.

A detailed job description and application can be found at www.woosteroh.com. A completed application must be received by E-mail to **applicant@woosteroh.com** no later than Monday, April 20, 2020.

Special auxiliary aids for handicapped persons are available upon request. At least five (5) days notice is required prior to the Civil Service Examination. Requests must be made to the Human Resources Division 330-263-5254 during regular working hours.

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Plant Mechanic	CLASSIFICATION:	Classified
DIVISION:	Utilities	FLSA STATUS:	Non-exempt
DEPARTMENT:	Plant Operations	PAY SCHEDULE:	WEA
		PAY GRADE:	11
REPORTS TO:	Utility Supervisor	MINIMUM:	\$ 19.89 / Hr.
SUPERVISES:	N/A	MAXIMUM:	\$ 29.35 / Hr.

Job Summary

The Plant Mechanic is responsible for the preventative maintenance and regular inspection of running motors and pumps in the Water Pollution Control or Water Treatment Plant. This position performs skilled mechanical work in the maintenance and repair of specialized machinery.

Essential Job Functions and their Measure

1. Responsible for ensuring efficient operation of equipment in the Water Pollution Control and/or Water Treatment Plant
 - a. Inspects all motors, pumps and engines on a regular schedule to ensure safe and efficient operation
 - b. Repair, replace, install and overhaul all motors, engines and pumps
 - c. Perform, carpentry, painting, electrical and plumbing duties as assigned
 - d. Timely repair or replacement of meters, gauges and dials
 - e. Uses hand, bench, and machine tools in the repair and maintenance of pumps, motors and engines
 - f. Proactively performs scheduled and emergency maintenance
 - g. Install, calibrate, troubleshoot and perform minor repair of instrumentation and/or PLCs
 - h. Operates plant as needed
 - i. Performs other duties as assigned
2. Responsible for effective verbal, written and electronic communication
 - a. Communicates status of workload to Supervisor and/or Director
 - b. Responsible for completing all records and reports as required
 - c. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - d. Communicates information effectively, accurately and timely
3. Demonstrates compliance with City of Wooster safety rules
 - a. Operates equipment and vehicles safely and without at-fault accidents
 - b. Actively works to maintain a safe physical environment for self and coworkers
 - c. Utilizes appropriate protective devices as needed

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- High School Diploma or equivalent required
- Valid commercial driver's license issued by the State of Ohio or obtained within one year of hire required. Must meet insurability guidelines.
- Class I Operator's certificate (water or wastewater) or obtained within 48 months of hire required
- College level courses in any of the following: physics, engineering, electronics, mathematics, chemistry, biology, natural science or related fields preferred

Work Experience

- Experience in mechanical maintenance work involving plumbing, mechanical and electrical/electronic repair and installations required

Knowledge, Skills & Abilities Required

- Thorough knowledge of standard practices, methods, tools and materials of the electrical and mechanical trades
- Thorough knowledge of welding, machine work, and related mechanical trades operations
- Knowledge of occupations hazards connected with general maintenance operations
- Ability to observe and enforce appropriate safety precautions
- Ability to work from sketches or blueprints
- Understand and carry out difficult oral and written instructions
- High level of skill in the use and care of bench and hand tools, machines and equipment of mechanical trades
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Physical Requirements

- Regularly lift and or move 10 to 50 pounds
- Ability to regularly talk or hear, see, stand, use fingers/hands/arms to feel objects, tools or controls
- Ability to regularly bend, stand, stoop, kneel, crouch or crawl, reach, walk, climb or balance
- Sufficient mobility and dexterity of both arms (or mechanical substitutes) to safely operate power equipment
- Ability to work in all weather conditions including wet, humid, extreme heat, etc.
- Occasional required to work in high, precarious places; exposed to risk of electrical shock, odorous vapors, harsh chemicals; handling of explosive, contaminated or infectious materials; confined spaces

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____