

# MAINTENANCE MECHANIC

## GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for the maintenance of all District vehicles, all mechanical equipment used by the Collection System Operations department, and all stand by generators both inside and outside the plant. Work is done under the direction of the Collection System Operations Manager. This is a District safety-sensitive position in accordance with Arizona law and a DOT safety-sensitive position.

## EXAMPLE OF DUTIES TO BE PERFORMED

1. Performs major and minor repairs of District vehicles.
2. Performs major and minor repairs of mechanical equipment such as backhoes, forklifts, pumps, generators, trailer mounted equipment, etc.
3. Implements, oversees, and updates vehicle maintenance and safety program.
4. Assists Collection System Operations Manager in implementing a periodic equipment maintenance program consistent with manufacturer's specifications, the Operations Manual, and other applicable criteria.
5. Performs welding as required.
6. Paints equipment as necessary.
7. Serves as Shop Foreman for the District's shop facility. Responsible for maintaining all tools and equipment in safe operating condition.
8. Responsible for maintaining a safe work environment.
9. Inventories all equipment and initiates necessary procurement and replacement orders. Coordinates this activity with the Collection System Operations Manager.
10. Inventories, organizes and maintains all spare parts and supplies so that they are readily available when needed. Initiates procurement for replacement of inventory.
11. Operates District equipment as necessary.
12. Provides input to the Collection System Operations Manager and District Manager relative to the yearly budget requirements of the District's equipment maintenance function.
13. Responds to emergency or abnormal facility situations outside of normal work shift.
14. Performs other duties as assigned.

#### REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.
2. Knowledge of current methods, practices, tools, and materials used in mechanical maintenance and repair of motor vehicles.
3. Knowledge of occupational hazards and necessary safety precautions applicable to mechanical repair.
4. Skill in the use and care of tools and mechanical equipment.
5. Ability to interpret and work from blueprints, engineering sketches, O & M manuals, and shop manuals.
6. Ability to understand and follow oral and written instructions in the English language.
7. Ability to diagnose needed repairs.
8. Ability to lift and move heavy objects (100 lbs.) short distances (100 feet or less).
9. Ability to work cooperatively with other District employees.

#### REQUIRED TRAINING AND EXPERIENCE

This position requires graduation from high school or equivalent and at least seven years' experience as a mechanic. Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.

#### ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical and drug test.
2. Must possess a valid AZ CDL with a good driving record.