



## **JOB DESCRIPTION**

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**TITLE:** LEAD FACILITIES MECHANIC  
**STATUS:** Union/FLSA Non-Exempt  
**GRADE:** Grade 15

### **JOB SUMMARY:**

Responsible for leading, scheduling, training, assigning and performing corrective and preventative maintenance on mechanical and hydraulic equipment at the District's office buildings and water/sewer operation facilities including lift stations, mini lift stations, as well as pump stations.

### **REPORTING RELATIONSHIPS:**

This position reports to a Field Operations Manager. This position provides work assignments and direction to Facilities Mechanics.

### **ESSENTIAL DUTIES** include the following:

- Determines required equipment and materials to complete mechanical related work orders and ensures that the appropriate equipment, materials and staff are assembled to complete assigned work; responsible for coordinating all mechanical work relating to buildings, lift stations, and pump stations, and ordering necessary equipment or materials;
- Coordinates and manages a preventative maintenance schedule for District office buildings, lift stations, and pump stations.
- Performs facility mechanic related work on District buildings, lift stations, and pump stations;
- Assesses the conditions of work areas and assists staff when needed in determining proper layout and approach for safe and efficient work;
- Directs activities of staff; trains staff in proper methods and techniques; assigns specific tasks;
- Inspects the work of staff for adherence to standards and instructions when needed; provides direction; advises supervisors regarding probationary periods and performance appraisals;
- Helps to identify and makes staff aware of hazardous conditions; observes and instructs workers regarding safety practices; may oversee the layout of barricades, warning signs and other public safety devices if necessary to complete the work; reports suspected or noticeable safety problems to supervisor; responsible for the maintenance of all mechanical equipment used on buildings, lifts stations, and pump stations for safe operation;
- Works with contractors and vendors to coordinate and complete contracted out work related to maintenance; responds to inquiries from the public and confers with property owners who may be impacted by mechanical work; responsible for minor in field changes to proposed plans due to unforeseen conflicts in cooperation with contractors, vendors, the public or other jurisdictions;
- Coordinates any necessary permitting for mechanical work to be done;
- Conducts and documents safety meetings when necessary, fills out incident/accident reports, and completes work orders and logs daily activities within District CMMS system; and
- Performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices of leadership;
- Computers and software programs necessary to perform the essential functions of this position;
- Principles, practices, methods, equipment, materials, and tools used in pump machinery maintenance and repair;
- Safe and efficient work practices when working with mechanical equipment;
- Usage of safety apparatus and general safety practices;
- Planning, scheduling, and evaluating methods and techniques necessary in maintaining water and wastewater facilities;
- Welding practices and techniques.

### **Skill in:**

- Providing leadership, direction, coaching, and training;
- Reading and following complex directions;
- Working without continuous direct supervision;
- Operating a variety of mechanical and related equipment used in the District's water and wastewater facilities;
- Reading and interpreting blueprints, construction drawings, and maps;
- Identifying mechanical problems and take appropriate corrective action;
- Training other personnel on mechanical maintenance;
- Providing a high level of customer service including answering difficult questions and dealing with complaints; and
- Communicating, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of related mechanical experience and two years of related schooling or technical training.

### **Licensing Requirements:**

Possess and maintain a valid Washington State Driver's License with Commercial Driver's License Class A with tanker and air Brake endorsement, an industrial first aid/CPR card, flagger card, fork lift certification, confined space entry, shoring and trenching, certified erosion and sediment control lead, a Water Distribution Manager II certification or ability to earn within one year, a Wastewater Collections II certification or ability to earn within one year, and a Cross Connection Specialist certification or ability to earn within one year.

### **WORKING CONDITIONS:**

Duties are primarily performed in the field where there is exposure to extreme weather conditions, high voltages, heights, exhaust fumes, intense noise, confined space, grease, chemicals, mechanical parts, electrical currents, machinery. Work requires travel to work sites throughout the District.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: November 19, 2012