Rockaway Valley Regional Sewerage Authority

Job Title: Mechanic I

Reports to: Maintenance Manager/Trunk-Line Supervisor, Operations Manager-or designee

Position is: Non-Exempt, Union

RESPONSIBILITIES AND DUTIES GENERAL:

Must comply with RVRSA Personnel Policy and safety rules
Must possess a valid New Jersey Driver's license at time of hire
Must possess a Class B CDL with Tanker endorsement within six months of hire
Must perform repairs and maintenance on all shifts as needed
Perform routine surveillance of RVRSA plant, property and buildings including pump stations
Assists Operation Division and Truckline Division as needed
All other duties as assigned by Maintenance Manager/Trunk Line Supervisor, Operations Manager or designee

Skills/Knowledge and Experience Required

Two (2) years of experience as a mechanic with equipment similar to that used in wastewater treatment facilities
Must have experience in the use and interpretation of manuals, and schematics including equipment O & M manuals
Must have Class B CDL with Tanker endorsement within six months of hire
Use of common mechanic's hand tools; use all power tools, drill press, gear pullers, bearing press, electric drills, grinders, power saws, pneumatic tools
Understand written and oral communications
Must have ability to speak, read and write in English
Operate RVRSA vehicles, including backhoe, sewer jet, hydraulic lift, vehicle lift, engine hoist and gantry crane

Education

Minimum High School Diploma or equivalent

Physical Requirements

Work is physically demanding with recurring visits to all areas of the treatment plant, pump stations and trunkline. There is considerable walking, bending and climbing to get in and out of tanks, pump station wells, and all other structures in all RVRSA facilities. Job requires lifting up to 50 pounds.

Work in this position involves safety hazards. Employees will be assigned personal protective equipment, including but not limited to N-95 respirators, as needed. Use of the assigned personal protective equipment is an essential function of this job.

Supervisory Controls

Reports to Maintenance Manager-Trunk Line Supervisor, ~~Assistant Plant Manager~~ Operations Manager or designee

Record Keeping

Must accurately and legibly complete all routine schedule forms
Must accurately and legibly record totalizer readings
Must accurately and legibly complete written reports of work completed

Essential Tasks

1. Perform preventative maintenance for all RVRSA equipment
2. Perform emergency maintenance on all RVRSA equipment
3. Change equipment sequence
4. Adjust packing on valves and pumps
5. Lubricate all equipment
6. Change oil and grease all equipment
7. Install shaft sleeves, seals, belts and motor bearings
8. Install pipe, tubing, fittings using pvc, dip, copper, black iron
9. Solder, basic welding
10. Rig vertical and horizontal equipment and materials with and without hoisting equipment
11. Preparation and painting of equipment and other RVRSA structures/buildings
12. Power washing of equipment and buildings
13. Perform building maintenance including but not limited to floor stripping, waxing, window cleaning
14. Assist RVRSA electrician when needed
15. Assist Mechanic II and III with HVAC and other needed tasks
16. Clean tanks and other equipment
17. Utilize Sewer Jet
18. Utilize laser alignment tools
19. Perform vehicle maintenance
20. Perform masonry work
21. Fuel all RVRSA vehicles
22. Communicate with Operations and Trunkline Division regarding equipment maintenance

23. Perform vehicle maintenance and repair motor vehicles including, dismounting, mounting, rotating and balancing tires; remove refill and top off all fluids; remove and replace water pumps, alternators, power steering pumps, exhaust systems, socks, batteries, lamps, belts, fuse relays and gaskets; use automotive diagnostic equipment
24. Work overtime when assigned or needed, (scheduled and unscheduled)
25. Snow plowing and snow removal (snow blowing, shoveling, etc.)
26. Install/remove, maintain plows, snow blowers and lawn equipment
27. Assist Trunk Line and Operations
28. Troubleshoot and repair hydraulic systems
29. Assist trunk line with lawn maintenance on trunk line and easement clearings.
30. Exercise RVRSA generators
31. Perform all other assignments/work as directed
32. Must be able to work outdoors during the day or night, and during all four seasons of the year.

Problem Solving

Understand function of all control panels
Respond to Plant and Pump Station Alarms. Recognize problem, repair or assist in repair

Read and understood by: _____, Employee Date: _____

Received by: _____, Supervisor Date: _____