

Lead Mechanical Operator

Grade 6 - 40 hours per week

Water Resources Department

Effective: 2023

Purpose:

The Lead Mechanical Operator serves one department within the Town of Richmond. This position will provide primary repair and preventative mechanical and construction services for all water and wastewater facility equipment, including but not limited to all interior and exterior buildings, grounds, infrastructure and extensive maintenance projects with the Lead Process Operator. Secondary duties, to be performed after the primary job functions, include customer service and process operations of the water and wastewater pumping, dewatering, septage receiving, chemical-feed, monitoring and sampling equipment. The Water Resources Superintendent supervises this position.

Essential Functions:

- Repair, upkeep and preventative maintenance of all facilities, infrastructure, equipment and vehicles.
- Operation of facilities in the Superintendent's and Lead Process Operator's absence.
- Required inspections and preventative maintenance for all facilities as specified in the Operations and Maintenance Manual for the Water Resources Department, including maintenance of an up-to-date inventory of equipment, materials and spare parts.
- Mechanical operation and repair of all equipment, meter replacements and customer service.
- Mechanical assistance for the Lead Process Operator.
- Supervision of department subcontractors as needed.
- Emergency response and repair of system failures, with specific on-call duties.
- Adhere to all Town policies and regulations in regard to safety and personnel matters.

Non-Essential Functions:

- Emergency work with other Town departments.
- Operation of process equipment and meter readings.
- Facility sampling and testing.
- Assist with grounds maintenance if needed.
- Additional duties as directed by the Superintendent, including occasional supervision of designated Water Resources staff on special team projects.

Job Standards/Accountability:

The priority job function is to work with the Superintendent to ensure the efficient mechanical operation and upkeep of the water and wastewater facilities. Other job functions are performed after the priority function. The Water Resources Superintendent will review the quality and quantity of work performed on a regular basis. Any deficiencies will be reported to the employee and, if not resolved within a reasonable time period, reported to the Town Manager.

Working Conditions:

Physical requirements include the unsupervised troubleshooting, operation, preventative maintenance and repair of water and wastewater machinery and equipment such as pumps, blowers, and distribution/collection system infrastructure. The employee is expected to be able to operate technical lab, field and diagnostic equipment on an as-needed basis, perform manual labor required for yearly seasonal tasks such as snow removal, and complete emergency and routine system repair work. Scheduled shift work on weekends, holidays and evenings is required. The ability to multi-task and finish work assignments independently during regular work hours, scheduled weekends, evenings and emergencies is expected.

Qualifications:

Ability to maintain supplies tools and material records in a facility workshop. Ability to operate vehicles, including a small loader. Knowledge of safety requirements when working in any area, ability to respond to emergency situations quickly, comfortable with roadside work and working in confined spaces after training. Ability to be trained in traffic control, confined space entry, lockout/tag out procedures and other similar safety protocol is required. A Vermont driver's license and High School Degree or GED is required. Ability to obtain a Class IIIB Water System Operators license and Grade I Pollution Abatement Facility Operator's Wastewater certificate within two years of hire date.

Disclaimers:

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time. This job description is not an employment contract nor is it a promise of work for any specific length of time.

EMPLOYEE: _____

DATE: _____