



DELAWARE COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Lead Maintenance Technician	Department:	Regional Sewer District
Position Type:	Full-time: 40 hours per week Bargaining Unit- AFSCME #8	Address:	Central Maintenance Facility Olentangy Environmental Control Center (OECC) 10333 Olentangy River Road Powell, Ohio 43065
Typical Work Schedule:	7:00 a.m. – 3:00 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for assisting management in maintaining the continued operation of the equipment and machinery of the DCRSD, required to protect the water quality. Individual reports to the Maintenance Manager.

Job Standards

A high school diploma or equivalent and three years' experience in industrial maintenance combined with the demonstrated ability to manage and lead subordinate personnel required.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability.

An Ohio EPA Wastewater Operator or Collection System Operator Certificate is preferred.

All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Oversees the completion of projects and work orders as assigned;
- In the absence of manager, distributes work orders as needed;
- Plans, collects quotes, orders parts, and other aspects of completing the procurement for projects;
- May be assigned to serve as the operator of record or backup as required, if individual possesses appropriate licensure;
- Manages the spare parts inventory program;
- Responds to DCRSD alarms to diagnose and make repairs;
- Responds to declared County emergencies and other emergency situations that may require the use of equipment to protect the public health;
- Maintains readiness and properly use portable generators, portable pumps, and other emergency response equipment;
- Troubleshoots standby emergency generator equipment and systems, switchgear, transfer switches, fuel systems;
- Maintains and performs repairs of equipment such as forklifts, skid steer, aerial-lift platforms, trailers, mowing and grounds equipment;
- Repairs, installs, and removal of mechanical equipment such as pumps, blowers, motors etc: including the repair/replacement of seals, bearings, shafts, sensors, windings, impellers, volutes, wiring, cords, and other related components;
- Following manufacturer specifications, performs preventative maintenance on equipment throughout the DCRSD; includes: oils, greases, lubes, belt replacement, mechanical adjustments;
- Inspects, records data, and prepares reports and forms as needed to maintain equipment, facilities and pump stations throughout the DCRSD;
- Communicates with vendors for the procurement of parts and supplies;
- Troubleshoots and repairs electrical control circuitry and devices including, but not limited to, fuses, switches, contactors, coils, relays, overloads, meters, timers, alternators, transformers, breakers, current transformers, surge suppression devices, disconnects, switch gear, 12 volt systems, 24 volt systems;
- Working knowledge of SCADA system including but not limited to: radios, computers, antenna system, I/O wiring;
- Working knowledge and understanding of PLC components including, but not limited to, processors, input/output boards, power supplies, programming;
- Troubleshoots and repairs ultraviolet disinfection system including equipment and components such as circuit boards,



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- cooling fans, bulbs, ballasts, jackets;
- Troubleshoots, repairs, and/or replaces HVAC equipment such as ventilation units of all types, AC units, water furnaces, gas fired heaters, electrical heaters;
- Modifies, designs, constructs and installs treatment systems and equipment throughout the DCRSD;

ESSENTIAL JOB FUNCTIONS CONTINUED:

- Installs, repairs, or replaces of all types of plumbing and piping such as ductile iron, PVC, copper, black iron, galvanized pipe;
- Overtime as required;
- Cleans and maintains assigned work areas.
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

I. SKILLS AND KNOWLEDGE:

Equipment:

- Individual uses machines including, but not limited to, hydraulic press, arc welder, oxy-acetylene torch, portable generator, pumps;
- Individual operates the following types of equipment including, but not limited to, sludge truck, sewer jet truck, skid steer, forklift, service tractor, lawn tractor, aerial-lift platforms, trash pump, assorted portable pumps, crane, and power washer;
- Individual uses electronic devices including, but not limited to, electric voltage meter, battery charger, OHM meter;
- Individual uses hand tools required for including, but not limited to, carpentry, masonry, electrical, mechanical;
- Individual uses the following for safety protection including, but not limited to, gas monitor, confined space equipment, coveralls, boots, rubber gloves, leather gloves, face shields, safety glasses and G.F.C.I. cord.

Critical Skills/Expertise:

- Thorough knowledge of materials, tools and standard practices of a variety of mechanical trades with particular emphasis on wastewater treatment plant equipment;
- Ability to read and interpret written material;
- Knowledge of wastewater treatment chemicals and associated SDS;
- Knowledge of maintenance software tracking program functions such as work order processing, inventory control, job and equipment history;
- Thorough knowledge of the precautionary measures taken when dealing with the occupational hazards connected with general maintenance operations, including confined space entry; arc flash and electrical shock;
- Thorough knowledge of biological treatment procedures and the relationship to maintenance operations and procedures;
- Thorough knowledge of Collection System and related issues related with maintenance tasks and procedures;
- Thorough knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook and other asset management software;
- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge, adherence to follow and ensure compliance with safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Manager provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.



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Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with Managers, co-workers, subcontractors, and other departmental personnel.

LEAD MAINTENANCE TECHNICIAN FUNCTION:

Span of Control: Individual may lead the following individuals:

- Maintenance Technicians
- Electronic Maintenance Technicians

Primary Functions:

Planning: Assists in the planning, scheduling, and completion of long and short term goals.

Organizing: Individual coordinates maintenance with all departments involved to achieve goals.

Instructing: Individual instructs co-workers in proper maintenance techniques of the facilities.

Training: Individual trains each technician in the proper duties and techniques for the department.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Lead Maintenance Technician

PCN#: 1192019614
 Job Code: 19603
 Skill Level: 6
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Adopted by Resolution: 3/10/14