



**DELAWARE COUNTY BOARD OF COMMISSIONERS**  
AN EQUAL OPPORTUNITY EMPLOYER

<b>Job Title:</b>	Maintenance Technician I	<b>Posting Dates:</b>	
<b>Department/Address:</b>	Delaware County Regional Sewer District (DCRSD) (AFSCME #8)	<b>Position Type:</b>	Full Time
<b>Typical Work Schedule:</b>	7:00am – 3:00pm Mon - Fri	<b>Pay Range:</b>	County Compensation Plan
<b>Contact Information:</b>	740/833-2120	<b>FLSA:</b>	Hourly, non-exempt
<b>How to apply:</b>	<a href="http://www.co.delaware.oh.us/hr/index.asp">http://www.co.delaware.oh.us/hr/index.asp</a>		

**Objectives**

Individual is responsible for 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 plus related work experience and/or specialized training 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 FUNCTIONS:**

- Demonstrates regular and predictable attendance;
- Repairs, installs, and removes 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 including but not limited to oils, greases, lubes, belt replacement, and mechanical adjustments;
- Performs single phase electrical repairs and installations;
- 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 all other emergency response equipment;
- Maintains and repairs equipment such as forklifts, skid steer, aerial- lift platforms, trailers, mowing and grounds equipment;
- Inspects, records data, and prepares reports and forms as needed to maintain equipment, facilities and pump stations throughout the DCRSD;
- Troubleshoots and repairs ultraviolet disinfection system including equipment and components such as circuit boards, 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;
- Installs, repairs, or replaces of all types of plumbing and piping such as ductile iron, PVC, copper, black iron, galvanized pipe;
- May be assigned to serve as the operator of record or backup as required, if individual possesses appropriate licensure;
- 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.

**SKILLS AND KNOWLEDGE:**

**Equipment:**

- Individual uses machines including, but not limited to, such as hydraulic press, arc welder, oxy-acetylene torch, portable generator, pumps and power washer;
- 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, 3000 lb. crane;



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- Individual uses electronic devices including, but not limited to, such as 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:**

- 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 the precautionary measures taken when dealing with the occupational hazards connected with general maintenance operations, including ARC flash, confined space entry, and lock out/ tag out;
- Knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- 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 and adherence to follow 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.

**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.

**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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***Maintenance Technician 1***

PCN#: 1192019312  
 Job Code: 19303  
 Skill Level: 3  
 Wage:  
 FLSA Status: Non-exempt  
 Civil Service Class: Classified  
 Adopted by Resolution: 3/10/14