



# CITY OF ALTAMONTE SPRINGS

## **JOB POSTING**

**POSTING #: 2016-047**

**OPEN UNTIL FILLED**

**TITLE:** Utility Maintenance Mechanic

**Hiring Range:** (4/C) \$29,245/yr - \$33,632/yr\*  
(\*based on last ten (10) years experience)

**DEPT/DIVISION:** Public Works/Utilities Maintenance (818)

**City Applications will be accepted for Posting #2016-047 until the position is filled.**

### **MINIMUM QUALIFICATIONS:**

- Six (6) months experience working with electrical meters (volt/ohm), hand and power tools, different types of pumps and operating small engines.
- High school diploma or G.E.D.
- Valid Driver License (Must obtain Florida Driver License within thirty (30) days of employment.)  
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

### **PREFERABLE QUALIFICATIONS:**

- Six (6) months experience operating, troubleshooting, and repairing utility plant and lift station equipment
- Experience with personal computers, including word processing, spreadsheet, database, e-mail, and internet browser applications.
- Completion of the following NIMS Courses:
  - Basic IS-700 (6 months)
  - Basic ICS-100 (6 months)

### **POSITION FUNCTION:**

Perform maintenance activities on all non-vehicular plant equipment for wastewater, water and storm water treatment and pumping facilities. Keep records of work performed and measurements taken. Assist operations personnel as assigned in non-equipment related maintenance or repairs. Work overtime and perform on-call duties as required.

### **NOTE:**

***Applicants will be required to complete an Affidavit of Good Moral Character; an Authorization for Criminal History Check; and a Level 2 nationally fingerprint-based records check.***

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM [www.altamonte.org](http://www.altamonte.org)

### **PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS**

**THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.**

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

**WE ARE PEOPLE WHO CARE ABOUT PEOPLE**

## Tasks/Duties of Utility Maintenance Mechanic

*Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.*

<u>TASK/DUTY</u>
Perform diagnostic measurements and data gathering in support of predictive maintenance activities, including use of digital and analog volt/ohm meters, temperature and pressure gauges, digital and vernier calipers, and collection of oil samples. Enter data in handwritten and/or MP2 computerized maintenance management system for materials used and related activities. Assist in the installation, troubleshooting and repair of piping, valving, pumps, motors, process equipment and electrical controls.
Performs preventative maintenance including replacement of drive belts/cables/chains, filters, gaskets, seals, bushings, bearings, and mechanical parts. Align motors and pumps to minimize vibration and stress, grease and lubricate equipment.
Use senses of sight, sound and feel to identify potential problem situations with facilities and/or equipment, including interpretation of logs and/or reports. Provide supervisor with concise descriptions of potential problems and possible fixes as applicable.
Perform labor duties (digging, working with jack hammer, painting, and minor yard work), organize and keep work area clean. Work with cement blocks, bricks, mortar and concrete. Repair various types and sizes of pipes.
Enter data in handwritten and/or computerized logs for equipment run time, total flow/use of liquids and chemicals, process adjustments or modifications, deviations from normal conditions, and calibration/repair work.
Observe regulatory/permit requirements for maintenance activities including necessary scheduling, procedures and coordination with operations personnel. Respond as directed to assist other City work areas as necessary to meet regulatory, operational or public safety requirements.
Available for on call duty, respond to emergency situations (i.e. being called to respond or to work extended hours if necessary).
Fabricate parts as needed using common metal shop techniques, materials and tools including welding. Maintain tools and motorized equipment in good operating order.
Utilize computerized maintenance management system for tracking maintenance activities.
Safely operate equipment (i.e. truck, cranes, and forklift) for the loading, unloading and transporting of parts, materials and supplies to work areas.
Drive to and from City work sites. Perform additional duties as assigned.

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