

**CITY OF FAIRMONT
POSITION DESCRIPTION**

WATER MECHANIC

DEPARTMENT: Public Works
FLSA CLASSIFICATION: Union, Non-exempt
REPORTS TO: Water Superintendent
SUPERVISES: None

DEFINITION:

Under the general supervision of the Water Superintendent and the daily direction of the Water Maintenance Foreman, the Water Mechanic is responsible for maintaining equipment at the water treatment plant, maintaining water system infrastructure, assisting in gathering data, performing tests, assisting other City departments, and performing other related functions as assigned or apparent.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Maintains water mains, valves, hydrants, and curb stops.
- Locates, installs, and repairs water mains and service lines.
- Installs, replaces, and maintains water meters.
- Maintains water storage, water towers, water treatment plant and all associated water utility facilities.
- Maintains records, prepares reports, and other specialized maintenance records for all equipment.
- Attends regularly scheduled work hours and outside regular hours as necessary to address emergency situations.
- Effectively and respectfully communicates and interacts with other employees, supervisors, individuals from other organizations, and citizen customers.
- Maintains and installs AMI equipment.
- Participates in Professional Staff Development. Participates in training and educational opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and departments from other cities and states to learn about and maintain professionalism.
- Performs other related functions as assigned or apparent to achieve the goals and objectives of the Public Works Department.

EQUIPMENT USED:

- Motorized vehicles and equipment including but not limited to back-hoe, front-end loader, dump truck, jetter/inductor truck, skid loader.
- Pumps
- Compressors
- Common hand and power tools
- Two-way radio
- GIS
- Asset Management System
- Computers/Mobile Devices

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of water system operations.
- Knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skills in plumbing and underground construction.
- Ability to operate equipment and follow safety procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Class D Water Supply Operator’s License, or the ability to obtain the license with in one (1) year.

PREFERRED QUALIFICATIONS:

- Two (2) year vocational college degree in Water Treatment and Operation or its equivalent.
- Two (2) years of experience working with municipal water departments or related experience.
- Class C Water License or higher.

CONDITIONS OF EMPLOYMENT:

- Possession of an MN Commercial Class B Driver's License or the ability to obtain one within one (1) year.
- Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principal residence) within a 30-minute drive as measured to the corporate city limits of Fairmont as a condition of employment. The driving time is defined as driving under normal driving conditions and at not greater than posted speeds. Employee must establish this principal residence within one (1) year of appointment.

WORK SCHEDULE:

The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday-Friday. Other hours and call duty may be required as assigned.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside, in confined spaces, on uneven ground and underground and be exposed to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature or humidity.

Activities that will **occur continuously**, twisting; climbing; reaching at shoulder level with the right, left and both shoulders at the same time; use of fingers and hands; handling; fine manipulating; use of right, left, and both feet at the same time; talking; hearing and seeing with near vision, far vision, depth perception, accommodation, field of vision, smelling; and carrying and lifting up to 10 pounds.

Activities that **occur frequently**, problem solving, analytical ability, verbal communication, concentration, working with interruptions and time management, crouching; kneeling; climbing heights; reaching above and below shoulder level with the right, left and both shoulders at the same time; use of the sense of touch; seeing with color vision; and carrying and lifting up to 24 pounds.

Activities that **occur occasionally**, interpersonal skills, organizational skills, creativity, bending/stooping; squatting; pushing; and carrying and lifting up to 34 pounds.

Activities that **occur infrequently**, crawling; carrying and lifting over 75 pounds. This position will require the ability to drive an automobile.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date