

Essential Personnel & Safety Sensitive

DEPARTMENT:

Operations

SUPERVISED BY:

Maintenance Supervisor

FLSA STATUS:

Non-Exempt

JOB SUMMARY:

The Maintenance Specialist 1 (MS1) functions as a crew member performing a variety of semi-skilled and skilled tasks supporting the operation, maintenance, and repair of the District's wastewater collection and conveyance infrastructure, facilities and associated components, including pumping stations and STEP systems. Duties include operating hand and power tools, specialized and heavy equipment and working with department information systems

DISTINGUISHING FEATURES:

This is the first classification in a series of four Maintenance Specialist positions with a certification requirement. The MS1 is a beginning level field position, working under the field direction of a Lead or MS3 and the general supervision of the Maintenance Supervisor. Duties are performed with a limited degree of independence following well-established and standardized procedures and guidelines. More advanced or complex tasks are performed under close supervision in a training capacity. This position is distinguished from the Maintenance Specialist In-Training position by higher levels of experience and competency in wastewater collection system maintenance.

MINIMUM QUALIFICATIONS:

Demonstrated ability to:

- Safely operate powered and non-powered tools and equipment.
- Perform fundamental math functions, read gauges and effectively convey information both orally and in writing.
- Use a personal computer, including Microsoft Office, Geographic Information System (GIS), and learn and utilize District-approved software systems (e.g., Supervisory Control and Data Acquisition (SCADA) and maintenance management system (Lucity)).
- Pass all required health and safety training classes and apply those procedures to the work environment.
- Understand and follow directions, effectively adjust to changing priorities, problem solve and multi-task, and be decisive in taking actions.
- Effectively communicate with the public, co-workers, supervisors, and subordinates.
- Maintain a professional and respectful working environment.
- Occasionally access and work in confined spaces in awkward positions, such as stooping and kneeling for extended periods.

Certification & Licensure:

- Valid state-issued driver's license with good driving record
- Washington Wastewater Collection Specialist Level I*
- First Aid and CPR/AED*
- WA Certified Flagger*

*Required within 12 months of date of hire

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EDUCATION & EXPERIENCE:

A combination of education, training, and experience that provides the requisite knowledge, skill, and abilities to successfully perform the duties and fulfill the responsibilities of this position is acceptable.

- High school diploma or equivalent.
- One year of relevant industry-related experience.

WORKING CONDITIONS:

This position works primarily in the field, outdoors, with exposure to all weather conditions and requires the ability and willingness to work at heights on ladders/scaffolding or over deep manholes/vaults, in confined spaces, in roadways and high traffic areas and on or around various types of heavy equipment. Physical demands in this series include but are not limited to climbing, balancing, twisting, kneeling, stooping, bending, lifting up to 75 lbs., sitting and standing. Requires physical capability and mobility to navigate all types of surfaces and terrain while carrying equipment. Wearing and/or using appropriate personal protective equipment (PPE) is required to perform specific tasks. Potential exposure to untreated sewage and hazardous atmospheres. Required to report to work in emergency conditions, even when the District office is closed due to inclement weather. Corrected vision sufficient for computer use, reading of plans and O&M manuals, and monitoring gauges.

DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristics of the type and level of work associated with this position. This includes all or a combination of several duties that are listed below, in addition to other related responsibilities. Specific responsibilities may vary depending on the crew or project to which the individual is assigned. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

Preventative Maintenance: The maintenance team member will be responsible for conducting various equipment inspections and diagnostic duties as part of the Preventative Maintenance program. Following District safety procedures and departmental guidelines, the maintenance team member may be required to enter confined spaces to inspect, maintain pump station or pipeline equipment and appurtenances. Visually inspect District installations for overflows or blockages; remove manhole covers to inspect flows, clean collection system gravity lines, and perform video inspections. Check for proper equipment operation and fluid levels; lubricate machinery as necessary. Under maintenance team guidance, may operate a variety of District vehicles, trucks, pressure washers, pumps, and miscellaneous other equipment to complete assigned tasks.

Repairs: The maintenance team member performs or assists with minor, routine equipment repairs. Troubleshoot, repair or replace pump station or pipeline equipment and appurtenances. Collection system gravity line repairs, trench digging and shoring, pipe cutting, and use of hand and power tools. Operates cranes and hoists to remove and replace equipment and components.

Other Duties: Perform on-call and backup on-call duties as assigned. Respond to urgent or emergency calls and situations, including after hours and on weekends. Demonstrate regular and reliable

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attendance. Safely operate motor vehicles. Demonstrate and uphold District policies and directives. Perform other duties as assigned..

RELATIONSHIP WITH OTHERS:

The MS-1 has regular in-person telephone and email, contact with fellow Operations, Maintenance and Engineering staff and other District personnel. Occasional in-person or phone contact with customers and the public.

SUPERVISION:

Exercised: Not Applicable

Received: The MS1 works under the direct supervision of the Maintenance Supervisor with guidance and instruction in the field from a Lead Maintenance Specialist. They may also receive task-oriented instructions and direction from a MS3, particularly when performing crew assignments in the field. The Maintenance Supervisor, with direct input from the Lead Maintenance Specialist, will conduct the annual review.

SPECIAL REQUIREMENTS:

- Reside within 50 minutes reporting time to the District Office within one year of the date of hire.
- Pass and maintain all required health and safety training and certifications, including but not limited to:
 - Confined Space
 - Fall Protection
 - Trenching, Excavation & Shoring
- Maintain appropriate physical fitness to perform essential job functions.
- Ability to work long hours, nights, and weekends intermittently or on an emergency basis.
- This position is designated as Essential Personnel and is required to report to work during all inclement weather events.
- This position is designated as safety sensitive and is subject to pre and post-employment drug and alcohol testing.
- Final offer of employment is contingent upon successful completion of a reference check, physical and drug screening.