

Essential Personnel

DEPARTMENT:

Operations

SUPERVISED BY:

Maintenance Supervisor

FLSA STATUS:

Non-Exempt

JOB SUMMARY:

The Maintenance Specialist II (MS2) is a journeyman level, fully skilled, and technically competent crewmember performing a variety of field projects for the inspection, maintenance, and repair of the wastewater conveyance system, including STEP systems and pumping stations. In addition to regularly performing Maintenance duties, the MS2 may also serve as the senior position on a crew and provide limited individual work direction and training of Maintenance Specialist I personnel in the field in order to complete specific tasks and duties. This position will also be responsible for working with department information systems to complete field and special project activities.

DISTINGUISHING FEATURES:

This is the second classification in a series of three Maintenance Specialist positions, with a certification requirement. This position is distinguished from the Maintenance Specialist I position by a more advanced level of experience and competency in wastewater collection maintenance. Employees at this level demonstrate an advanced level of mechanical expertise with the ability to resolve complex or unique equipment and repair problems. This position is distinguished from the Maintenance Specialist III in the level of experience in wastewater collection inspection, maintenance, and repair activities, leading special projects, building reports from the department's MMS system, exercising judgement in the field, and working with stakeholders in the field and in the office.

MINIMUM QUALIFICATIONS:

Demonstrated knowledge of:

- Methods, equipment and materials used in the construction and maintenance of sanitary sewers.
- Wastewater pumping station operations and maintenance.
- Safe work practices and procedures.
- Computerized maintenance management systems, Lucity Preferred.

Demonstrated ability to:

- Perform basic math functions, read gauges and effectively convey information orally and in writing.
- Inspect, maintain and perform basic repairs on gravity sewer pipes.
- Use a personal computer, including Microsoft Office, Geographic Information System (GIS), and to learn and utilize District-approved software systems (e.g. Supervisory Control and Data Acquisition (SCADA), and maintenance management system (Lucity)).
- Safely operate powered and non-powered tools and equipment and heavy equipment.
- 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, be decisive in taking actions and making decisions.
- Effectively communicate, both orally and in writing, with the public, co-workers, supervisors

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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 of time.

EDUCATION & EXPERIENCE:

Any combination of education, training and experience that provides the requisite knowledge, skill and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- High school diploma or equivalent.
- Three years relevant industry related experience.
- Two years progressively responsible experience performing wastewater collection system maintenance duties.

WORKING CONDITIONS:

This position works primarily in the field, outdoors with exposure to all weather conditions and requires the ability and willingness to work on ladders, in confined spaces, and on or around various types of heavy equipment. All positions in this series require ability in stooping, bending, lifting up to 75 lbs, sitting and standing. Wearing and/or using appropriate personal protective equipment (PPE) is required to perform certain 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.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

Preventative Maintenance. Typical tasks: Works alone, as a member of, or the leader of a team, conducting a variety of equipment inspection and diagnostic tasks as part of the Preventative Maintenance program. Work will require the ability to effectively utilize the District's Maintenance Management System (MMS) and Geographical Information System (GIS) software for successful completion of tasks or special projects. Ability to utilize the Supervisory Control and Data Acquisition (SCADA) system to review and monitor field locations and alarm conditions to respond accordingly. May enter confined spaces to inspect, maintain, troubleshoot, repair or replace pump station or pipeline equipment and appurtenances; visually inspect District installations for overflows or blockages; removes manhole covers to inspect flows, clean collection system gravity lines, and perform video inspections. Checks for proper equipment operation and fluid levels; lubricates machinery as necessary. Operates a variety of District vehicles, trucks, pressure washers, pumps

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and miscellaneous other equipment to complete assigned tasks.

Repairs. Typical tasks: Performs or assists with minor, routine equipment repairs. Collection system gravity line repairs which may include 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. Typical tasks: Will respond to after-hour calls in response to urgent or emergency field maintenance problems (as required in the District's on-call program).

RELATIONSHIP WITH OTHERS:

The Maintenance Specialist II has regular in-person contact with fellow crew members and often with District employees of other departments. Occasional in-person or phone contact with customers in the field.

SUPERVISION:

Exercised: May act as a lead crew person responding to production goals, issues or needs identified by the Maintenance Specialist III or the Maintenance Supervisor. Will support the development of and assist in the training of Maintenance Specialists I or other Maintenance Specialist II who do not have the same level of training or experience in a functional area.

Received: Daily task direction to meet production goals or special projects is received from the Maintenance Supervisor or Maintenance Specialist III who may serve as a lead worker for an assigned crew or special project. The Operations Director will also provide work direction in special cases and emergency situations. The Maintenance Supervisor, with direct input from the Maintenance Specialist III, will conduct the annual review.

SPECIAL REQUIREMENTS:

- Possess and maintain Washington Wastewater Collection Specialist Level II certification (external candidates are required to possess certification within one year of date of hire).
- Possess and maintain a valid Class B CDL with Airbrake and Tanker Endorsements required (external candidates within one year of date of hire into the position to retain position).
- Reside within 45 minutes reporting time to the District Office within one year of date of hire.
- Pass and maintain all required health and safety training and certifications.
- Maintain appropriate physical fitness to perform essential job functions.
- Ability to work long hours, nights and weekends intermittently or on an emergency basis.
- Final offer of employment is contingent upon successful completion of a reference check, physical and drug screening.
- This position is designated as Essential Personnel and is required to report to work during all inclement weather events.