

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

TREATMENT MAINTENANCE TECHNICIAN I

Department:	Public Works	Sub-Department:	W/WW Treatment
Reports To:	W/WW Treatment Supt.	Backed Up By:	As Assigned
Supervises:	None	Backs Up:	As Assigned
Pay Range:	8	Classification:	Regular Full-Time
Updated: 04/11, 09/11			

GENERAL FUNCTIONS

Performs maintenance of City facilities, public buildings, water and wastewater systems.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Performs maintenance of City facilities which include; buildings, physical plants, raw water source facilities, and water and wastewater treatment systems.
2. Performs maintenance and minor repairs to electrical supply and process control equipment.
3. Performs routine maintenance inspections.
4. Inspects and repairs Heating and Ventilation Systems.
5. Performs operation of some heavy equipment.
6. Prepares requisitions and orders parts.
7. Performs other duties as directed by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Maintenance background of at least two years required. Requires working knowledge of; electrical systems, components and troubleshooting of same, pumps, plumbing and carpentry. Welding and metal fabrication skills desirable. Experience in water or wastewater fields desirable. Strong record keeping skills required. High School Diploma or GED required. College or vocational courses appropriate to the position desirable.

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DECISION MAKING RESPONSIBILITIES

Direction is given daily by Treatment Plant Superintendent of a specific nature. Responsible for proper operation of water and wastewater equipment. Responsible for maintenance inspection of water and wastewater systems. Must be able to make valid judgments about condition of equipment. Individual judgment is particularly important in situations where dangerous conditions exist such as working with high voltage or with exposure to hazardous chemicals. Moderate liability to the City. Moderate budget expenditure authority at unit level.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

Moderate contact with key service personnel, and the general public. Infrequent contact with key city personnel, government officials and attendance at public meetings.

WORKING CONDITIONS

High exposure to adverse weather conditions and hazardous working conditions. Work is frequently performed without assistance and involves heavy, physical effort in lifting up to 55 pounds or moving equipment and in working in awkward or confined positions with tools or equipment. On call duty and overtime may be required.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

Supervisor Signature

Date

City Manager Signature

Date

Personnel Director Signature

Date