

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Plant Maintenance Worker I

Dept/Div: Utilities/Wastewater Plant

Supervisor: Wastewater Plant Superintendent

Supervises: None.

Grade: 18

Class Characteristics: Under supervision, assists in performing maintenance duties, including preventive maintenance, for water or wastewater plant, buildings, and grounds; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in repairing and/or replacing equipment, pumps, motors, etc, including mechanical and electrical, at water plant.
2. Detects malfunctions in equipment, and makes minor repairs; reports major repairs to supervisor.
3. Operates motorized equipment safely, drives vehicles; may operate heavy equipment.
4. Performs preventive maintenance duties on pumps and equipment in compliance with preventive maintenance program.
5. Assists with preparing and maintaining records of all repairs.
6. Cleans and properly stores equipment and tools after use.
7. Insures adequate inventory of equipment, tools, supplies and materials.
8. Prepares required reports and records.
9. Cleans plant and equipment; maintains grounds, including mowing grass, planting and/or trimming shrubs and trees, etc.
10. May assist other departments/divisions in maintenance duties.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: No education or work experience requirements; however, must be able to follow oral and written instructions. (Must have obtained high school education or equivalent (GED) before being promoted to another position above entry-level within city government.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, equipment, materials, methods and techniques used in maintenance of water or wastewater treatment equipment.
2. Knowledge of, or ability to learn, work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.

Ability:

1. Ability to comply with established safety standards.
2. Ability to operate trucks and heavy equipment.
3. Ability to detect mechanical problems and make minor repairs.
4. Ability to establish and maintain effective working relationships with officers, employees and the general public.
5. Ability to Possess mechanical aptitude, manual dexterity and good physical condition.

ADDITIONAL REQUIREMENTS

Instructions: Detailed and specific, covering most aspects of the job.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work.

Review of Work: Completed work is spot checked.

Analytical Requirements: Duties are of a routine nature.

Physical Demands of the Job: Work requires intermittent sitting, standing, walking, stooping; must lift objects over 25 pounds; work is also performed outdoors regardless of weather conditions; must operate vehicles and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), safety equipment, vehicles; mowers.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Light.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky. May be required to maintain a valid commercial drivers license issued by the Commonwealth of Kentucky.

Certification Requirements: None.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.