

MECHANIC CREWLEADER

Reports to: Superintendent of Mechanical Maintenance

Supervisory: Yes

FLSA Status: Non-exempt

Grade/Union: Lodge 1000

Department: Water Department

Summary: This is a supervisory level of work performed in the completion of complex mechanical trades repair and maintenance work.

Work involves the performance of technical and skilled mechanic work relating to the modification, maintenance, and repair of mechanical systems and equipment, and the supervision of one or more persons performing related work. Assignments emphasize responsibility for the correct technical performance of the completed work. Work requires broad knowledge of the trade including those related to low voltage electronics and control systems, motors, mechanical feeder and mixing equipment, building structural components, plumbing, and related equipment. Work is performed under the general supervision of the Superintendent of Mechanical Maintenance with considerable technical independence and is subject to incidental instructions on new work and installation assignments. Work is reviewed through discussions on specific problems, incidental inspections of completed work, work reports prepared, and the achievement of desired results.

Essential Functions:

Other duties may be assigned. (This list may not include all of the tasks and/or knowledge which may be expected of the employee, nor does it cover all of the specific duties which may be required).

Organizes and assigns maintenance and repair work; inspects jobs under way and upon completion; advises on work problems.

Supervises and performs mechanical maintenance and repair to chemical water treatment, mixing and heating equipment; replaces belts; cleans lines and injectors.

Repairs and replaces pump parts; replaces motor brushes and packings; cleans and oils motors; turns down broken replacement and repairs parts on a metal lathe.

Performs structural modifications and repairs to doors, windows, water screens, lines, and drains; repairs plumbing fixtures.

Recommends mechanical system modifications; installs changes and new mechanical equipment following general instructions and diagrams; installs limited modifications on new equipment once installed.

Supervises and instructs on difficult mechanical repair and maintenance work; inspects jobs upon completion; prepares basic work reports.

Performs, or participates with the City Electrician, changing or installation of pumps and motors.

Repairs and maintains water treatment process units and related instruments electronics, electrical and mechanical controls.

Orders repair and general maintenance parts and tools; maintains a limited inventory of parts; maintains an equipment and parts catalog file.

Operates loader and backhoe as required.

Operates a variety of maintenance and related equipment including water pumps, portable generators, air compressors, and winch lines in performing system repairs and maintenance work.

Familiar with workplace safety procedures. Supervises and instructs on proper procedures, equipment and documentation of safety practices.

Responsible for crew safety ensuring that proper on-the-job safety procedures are followed and safety equipment is consistently and properly used.

Prepares standard job reports; provides management with specific data for daily log reports; lists materials used, work performed, and man hours devoted to respective jobs.

Performs related work as required.

Qualifications:

1) Education/Experience:

a. Required

High school diploma or equivalent; vocational/technical school supplemented by an approved apprenticeship in mechanical trades; Seven (7) years of work experience at the journeyman level; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills.

2) General Skill Levels:

Knowledge of:

- Municipal water system grid and its components.
- Tools equipment, and work methods used in water system construction, maintenance, and repair work.
- Standards and occupational hazards involved in trenching, general maintenance, and the operations of automotive equipment.
- Occupational hazards involved and of the safety precautions necessary in the performance of assigned work.
- Computer software system(s) including but not limited to the email, work order system, internet searches, and GIS.
- Practices, methods, tools, and materials used in surface water treatment plants.
- Occupational hazards involved and the safety precautions necessary in water treatment plant maintenance and operations and in the mechanic trade, including welding and metal lathe work.

Skills:

- In the use, care, and demonstration of general and specialized tools, and the mechanical and equipment used in required maintenance work.
- Planning, organizing and directing a work crew within the responsibilities of this position.
- Transferring technical knowledge to operational activity to achieve desired results.
- Using tact, discretion, initiative and independent judgment within established guidelines.

Ability to:

- Plan and organize the completion of maintenance work with skilled and semi-skilled maintenance crews and individuals.
- Prepare standard work and operational reports.
- Deal with the public in general and difficult work situations.
- Supervise and instruct in electronic controls and mechanical trade work.
- Perform work independently under limited supervision.
- Ensure that proper on-the-job safety procedures are followed and safety equipment is properly and consistently used.
- Read and understand technical information including plans and blueprints and apply guidelines and regulations to operational situations.
- Communicate orally and in writing with internal and external stakeholders professionally.
- Understand and follow general oral and written instructions.
- Work evenings, nights and weekends as required and respond to emergency situations.
- Correctly perform basic arithmetic.
- Correctly take, record and use measurements.

3) Certificate or Licenses:

a. Required

Possession and maintenance of a valid Illinois Class B Commercial Driver's License with airbrake endorsement.

b. Preferred: Illinois EPA Public Water Supply Class D Operators License is desirable.

4) Physical Requirements/Working Conditions:

Majority of work is performed in an outdoor setting in all conditions including hot, cold, wet and dry weather. Work requires traveling to various sites and the ability to traverse a variety of natural and altered ground surfaces which may be uneven, wet or slippery or sloped.

Equal Employment Opportunity

We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

ADAA

It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.