



CITY OF SENECA  
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## **SENECA LIGHT & WATER POSITION DESCRIPTION WATER TREATMENT PLANT MAINTENANCE TECHNICIAN**

### **GENERAL PURPOSE**

Perform routine and extensive range of work in the repair and general maintenance of the water treatment plant facilities, buildings, and equipment under general supervision. Execute work within established procedures and process under both verbal and written instructions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performing repair or general maintenance work of facilities, buildings, grounds, and equipment at the water treatment plant and other various sites within the city (as required) including electrical, mechanical, carpentry, plumbing, etc.
- Installing and/or maintaining instrument calibration, motor controls, control panels, etc.
- Performing routine maintenance and repairs of electrical, mechanical and control problems of valve actuators, pumps, and motors.
- Resolution of difficult non-routine problems, as well as routine issues, in a timely manner with appropriate urgency.
- Knowledge of SCADA systems, telemetry, and systems integration.
- Develop and maintain a Preventive Maintenance Program. Perform all routine plant maintenance and coordinate and manage outside contractors for maintenance purposes.

### **PERIPHERAL DUTIES**

- Perform other duties as assigned.
- Keeps area clean and performs site cleaning as required.
- Fills in for other employees as needed.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- (A) High School diploma or GED equivalent, and
- (B) Four (4) years certification in one or more of the skilled trades.

Necessary Knowledge, Skills and Abilities:

- Ability to use various power and hand tools.
- Should follow oral or written instructions.
- Communicate effectively and fluently in both written and oral form.
- Ability to establish and maintain effective and cooperative working relationships.

**SPECIAL REQUIREMENTS**

- Valid SC Driver's License, or ability to obtain one.

**TOOLS AND EQUIPMENT USED**

Truck, hand tools, multimeters and a variety of equipment and machines including but not limited to saws, drill presses and various hand and power tools.

**ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- Work is performed mostly in an industrial type setting. Outdoor work is required.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move 25 pounds and occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee occasionally works in high precarious places and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, airborne particles, vibrations, and electrical shock.
- The noise level in the work environment ranges from office type to and generally loud in the field.

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*