



## **Ute Water Conservancy District Job Description**

<b>Job Title:</b>	Plant Mechanic
<b>Job Code:</b>	Mechanical Operations
<b>Salary Range:</b>	\$33.83 - \$40.92 hourly
<b>Department:</b>	Treatment & Source
<b>Reports To:</b>	Water Treatment Assistant Superintendent
<b>FLSA Status:</b>	Non-Exempt
<b>Compensation Factor(s):</b>	Education, Training & Experience; Merit System; Seniority
<b>Prepared Date:</b>	June 2021
<b>Revised Date:</b>	March 2025

### **SUMMARY**

This position reports to the Water Treatment Assistant Superintendent and is responsible for the installation, maintenance, and repair of machinery, treatment equipment, physical structures, pipe, electrical, hydraulics, pneumatics, and pumping systems at the Water Treatment Facility, source water infrastructure, and within the distribution system to aid in the production of high quality finished water in pursuit of the District's objectives by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performance of duties follows standards, policies, and plans established by the District as well as applicable federal, state, and local regulations.

- Responsible for the installation, maintenance, and repair of machinery, treatment equipment, physical structures, pipe, electrical, hydraulics, pneumatics, and pumping systems at the Water Treatment Facility, source water infrastructure, and within the distribution system to aid in the production of high-quality finished water.
- Visually inspects, cleans, tests, troubleshoots, assembles, installs, and repairs all manner of treatment related equipment including, but not limited to, motors, pumps, mixers, bearings, valves, gauges, filters, plumbing, electrical control systems, analyzers, instrumentation, pneumatics, and hydraulics at the Water Treatment Facility and other locations throughout the District.
- Cleans and lubricates shafts, bearings, gears, and other parts of machinery and equipment.
- Checks belt tension and replaces worn or damaged seals and parts.
- Troubleshoots and diagnoses problems with equipment and infrastructure.
- Dismantles and repairs defective machines and equipment and installs new or repaired parts.
- Replaces gauges, valves, pressure regulators, and related equipment.

- Determines appropriate preventative maintenance schedules for equipment and infrastructure.
- Calibrates and sets equipment to manufacturer specifications.
- Tests multi-voltage power systems using a variety of diagnostic equipment.
- Performs housekeeping duties throughout source water and treatment facilities.
- Assists in receiving chemical shipments and works safely around chemicals including, but not limited to, chlorine, liquid ammonium sulfate, caustic soda, polymers, aluminum sulfate, hydrofluorosilicic acid, powdered activated carbon, and copper sulfate.
- Order supplies and equipment for maintenance and repair of the treatment facility equipment and infrastructure.
- Maintains maintenance records in the computerized maintenance management software and spreadsheets, and operational manuals electronically as PDFs. Attention to detail, penmanship, spelling, and punctuation are critical to relay important information.
- Tracks and records inventory in spreadsheets.
- Develops, reviews, revises, and follows Standard Operating Procedures.
- Actively participates in staff meetings.
- Regular or continuous public contact is an essential duty for this position. Interacts respectfully and professionally with all District employees, board members, and non-employees such as the public, customers, vendors, contractors, consultants, etc.
- Demonstrates reliable and consistent job attendance.
- Operates a motor vehicle.
- Operates a variety of District vehicles, equipment, and tools including power and pneumatic hand tools, forklift, ATVs, and other small and heavy equipment including drills, shovels, rakes, saws, chainsaws, etc.
- Performs the essential functions listed on pages 3, 4, 5, and 6 of this job description.

### **GENERAL DUTIES**

- General duties may be assigned. May assist in other areas as assigned.
- Management retains the discretion to change the duties of the position at any time.
- Assists with the development of the budget.
- Fills in for Water Treatment Operators as needed.
- May conduct public tours, participate in special events, and make presentations.

### **MINIMUM QUALIFICATIONS AND REASONABLE ACCOMMODATION**

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements detailed within this job description are representative of the knowledge, skills, certificates, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

### **SUPERVISORY RESPONSIBILITIES**

- May direct temporary, casual employee(s) during summer months. Otherwise, this position has no supervisory responsibilities.



**EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and/or REGISTRATIONS**

Based on level, the Plant Mechanic matrix of education, experience, certification, and/or licensure as well as the internal career progression notice is as follows. Gray indicates the requirements of the Plant Mechanic position.

Position	Education	Experience	Certification	License
Operations Maintenance Technician		<p>Four (4) years of treatment facility experience.</p> <p>Four (4) years of maintenance experience. Experience must include industrial electrical, carpentry, masonry, plumbing, and/or mechanical work.</p> <p>Four (4) years of troubleshooting, calibrating, and repairing treatment facility equipment.</p>	<p>Valid Colorado Certified Water Professional Water Treatment Operator A Certification.</p>	
Plant Mechanic	<p>High School Diploma or General Education Degree</p>	<p>Minimum one (1) year of treatment facility experience.</p> <p>Minimum one (1) year of maintenance experience. Experience must include industrial electrical, carpentry, masonry, plumbing, and/or mechanical work.</p> <p>Minimum one (1) year of troubleshooting, calibrating, and repairing treatment facility equipment.</p>	<p>Valid Colorado Certified Water Professional Water Treatment Operator D Certification, or obtains such certification within one (1) year from the date of hire into the position</p>	<p>Valid Colorado Driver's License, in good standing, with insurability under the District's insurance standards.</p>

Preferred: Valid Colorado Certified Water Professional Water Treatment Operator D-A certification.  
 Valid Colorado Class A Commercial Driver's License, in good standing, with insurability under the District's insurance standards.  
 Familiarity with process control, electrical equipment, programmable controllers, and computerized maintenance management systems (CMMS).  
 Basic understanding of instrumentation, PLCs, RTUs, 4-20 mA signals, etc.

Any equivalent combination of certifications, education, or experience that provides the required skills, knowledge, and abilities of the position.



## **LANGUAGE AND COMMUNICATION SKILLS**

- Communicates in English.
- Both verbal and written communication skills are critical to this position.
- Reads, interprets, applies, and understands work orders, technical information, blueprints, and schematic drawings.
- Writes reports, maintains service logs, and records inventory information.
- Communicates thoroughly and concisely with all District employees, board members, and non-employees.

## **COMPUTER SKILLS**

- Proficient in the use of computers and mobile devices, including software such as Microsoft 365, PDF editing software, and telecommunications platforms.
- Experience with SCADA systems and CMMS.
- Experience with ESRI web mapping platforms including ArcGIS Field Maps.

## **MATHEMATICAL SKILLS**

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Work with mathematical concepts pertaining to equipment and instrument calibration.
- Accurately compute tolerances and threshold limits when testing equipment, pumps, filters, and related machinery.

## **REASONING SKILLS**

- Uses discretion and tact when interacting with all District employees, board members, and non-employees.
- Applies common sense and sound judgment to perform the job duties and responsibilities.
- Exhibits excellent organizational skills, takes initiative, and efficiently multi-tasks.
- Diagnoses and solves problems with equipment machinery and infrastructure.
- Works methodically and safely under pressure in emergency situations.
- Works with a variety of variables to troubleshoot and solve basic to intermediate problems.
- Defines problems, collects data, establishes facts, draws valid conclusions, and develops solutions.
- Applies logical thinking to carry out instructions furnished in operations manuals and Standard Operating Procedures.
- Applies precision and concentration skills during equipment testing and calibration procedures.
- Interprets a variety of instructions furnished in written, oral, diagram, and/or schematic form.

## **INTERPERSONAL SKILLS**

- Displays excellent interpersonal skills and maintains rapport with all District employees, board members, and non-employees.
- Works independently and as part of a team to meet the District's needs.



## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job for eight (8) hours or more per day.

- Regularly required to talk and hear.
- Occasionally required to sit and work on a computer, performing repetitive typing activities.
- Frequently required to use hands and fingers to handle, touch, feel, or grasp objects, tools, and parts, and reach with hands and arms.
- Frequently required to stand, walk, bend, twist, climb, balance, stoop, kneel, crouch, crawl, and work in awkward positions while performing maintenance functions.
- Frequently lifts and/or moves up to 50 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and adjusting focus.
- Must pass the required annual tests for the wearing of a respirator.
- Must perform all physical demands with or without reasonable accommodations.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job for eight (8) hours or more per day.

- This job is performed in an office setting as well as outdoors in various weather conditions including extreme heat and extreme cold.
- Position works approximately 70% of the time indoors and 30% of the time outdoors.
- Frequently exposed to moving mechanical parts, dust, fumes or airborne particles, toxic or caustic chemicals, and high/low voltage electrical equipment.
- Occasionally exposed to wet and/or humid conditions, and high, precarious places.
- The noise level in the work environment is usually moderate.
- Temporary telecommuting arrangements may be approved based on extenuating circumstances such as a pandemic, inclement weather, special projects, business travel, reasonable accommodation, or other reasons at the District's sole and absolute discretion and only when approved by the General Manager in a written remote work agreement.

## **SAFETY REQUIREMENTS**

- This is a safety sensitive position subject to drug and alcohol screening.
- Employees are automatically enrolled and required to participate in the District's emergency communication platform.
- Follows safe work practices according to industry and District standards.
- Familiarity with electrical safety, Lock Out/Tag Out, Confined Space procedures, and Hazardous Communications is required.
- Wears and uses personal protective equipment as required, including full-face respirator when necessary.
- Must pass the required annual tests for wearing a full-face respirator.



## **HOURS**

- This is a non-exempt position.
- Typical work hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.
- Must work a 40-hour work week and work overtime, with or without notice, when workload demand requires it.
- Position is required to be on-call and to respond to emergency situations.
- Position works operator shift schedule as needed.