



Gloucester County Job Description

POSITION: Senior Utility Mechanic
DEPARTMENT: Public Utilities
JOB CODE: A228
FLSA: Non-Exempt
GRADE: 12

GENERAL STATEMENT OF JOB: Under general supervision, serves as lead worker performing specialized semi-skilled work in the maintenance and repair of the County's sewer pump stations, water towers, machinery, equipment, and grounds. Work involves performing preventive and corrective maintenance, inspections, repairs, and ground maintenance at the County's pump stations. Responds to emergency calls pertaining to area of responsibility. Employee must exercise initiative and some independent judgment in completing assigned tasks. Position reports to the Utility Mechanic Foreman.

ESSENTIAL JOB FUNCTIONS:

1. Serves as lead worker; may direct work of assigned crew member(s); ensures work is performed to industry standards; and ensures adherence to applicable safety precautions and regulations.
2. Conducts inspections, monitors the operation, and completes various repairs to pump station equipment including facility alarm systems, electrical systems, shafting equipment and water towers.
3. Performs preventative maintenance and repairs of pumps, motors, valves, wells, electrical and mechanical equipment; assists in performing corrective maintenance of all control panels when malfunctions occur; assists in performing troubleshooting maintenance of all circuits, transfer switches, circuit breakers and generator components.
4. Operates equipment, such as trailer mounted pumps and sewer cleaning machines used in the maintenance and repair of water and sewer lines.
5. Responds to pump station alarm conditions such as high water, pump failure or power outage.
6. Performs general and preventative maintenance of equipment.
7. May perform general maintenance of utility building and grounds, including mowing lawn, and landscaping duties.
8. Responds to after-hours calls on nights, weekends, and holidays.
9. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed at various locations throughout the County in all types of weather conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the plumbing, electrical, and mechanical trades as applicable to wastewater collection and water distribution systems.

General knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of a variety of mechanical pumps and motors.

General knowledge of the operation of lawn mowers and trimmers.

General knowledge of the occupational hazards involved and proper safety precautions necessary for the proper operation of varied construction and maintenance equipment.

Skilled in the use, repair and care of various hand and power tools, including lawn equipment, chain saws, and other small motor equipment, and understands the safety hazards and applicable precautions involved with such work.

Ability to understand and follow oral and written instructions.

Ability to perform physical labor for extended periods of time, possibly under arduous conditions.

Ability to prepare and maintain simple records.

Ability to establish and maintain effective working relationships as necessitated by work assignments

Ability to lead and direct the work of others as necessitated by work assignments, and to adhere to industry standards and applicable safety regulations.

Ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

Ability to coordinate hands and eyes to operate hand tools and heavy motorized machinery and equipment including generators, dump trucks, forklifts, welders, torches, voltage and amp meters, mechanics tools, etc.; to operate motor vehicles.

Ability to see, to perceive, or comprehend by the sense of sight. Must be able to see at night and/or in dark spaces.

Ability to hear, to perceive and discriminate sounds.

Ability to deal effectively with people beyond giving and receiving instructions.

EDUCATION AND EXPERIENCE:

Possession of a high school diploma/GED.

Five (5) to seven (7) years of directly related experience in maintenance of pump stations. Wastewater experience preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Possession of OSHA 30 Hour Card (General Industry or Construction), or obtain within 12 months of employment in the position.

Possession of a Commercial Driver's License (CDL), preferred.

Pass a post-offer, pre-employment physical examination. Position subject to subsequent physical examinations to ensure incumbent meets physical job requirements.

PHYSICAL REQUIREMENTS:

C = Continuous – over 6 hours a day F = Frequent – between 3 and 6 hours a day	O = Occasional – less than 3 hours a day I = Intermittent–several times a week/month	P = Periodic – several times a year N/A = Not applicable to position
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LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (backhoe, trenching machine)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (wet conditions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>