



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

POSITION TITLE: Maintenance I
DEPARTMENT: Water/Wastewater
FLSA STATUS: Non-Exempt
DATE: September 2020
ACCOUNTABLE TO: Water/Wastewater Department Manager

Primary Objective of Position

This position is responsible for utilizing technical and communication skills under general supervision to lead a crew in the timely and safe maintenance and repair work needed in order to ensure the mechanical integrity of the Utility's facilities and water and wastewater systems.

Major Areas of Accountability and Job Duties:

Receive and interpret work assignments and provide on-site leadership to crew to carry out the duties.

Conduct preventive, corrective and predictive maintenance on Utility facilities, water and wastewater systems, including structures, grounds, mechanical machinery, equipment and controls.

Perform skilled and semi-skilled work in accordance with standard trade practices in the safe construction and repair of the municipal water and wastewater systems.

Inspect and observe equipment, tools, facilities, and work habits of crew to detect and report existing or potential hazards and broken or damaged equipment.

Confer with supervisors and peers to discuss activities, review progress on major projects, and discuss the effects that maintenance work will have on the various facilities and systems.

Assist in maintaining accurate as-built records and drawings of facilities and systems, including GIS mapping.

Document procedures used to complete maintenance tasks and train employees, as required.

Report complaints of unsafe conditions and recommend changes to procedures to increase safety while operating and maintaining the municipal water and wastewater systems.

Follow and ensure crew compliance with the applicable federal, state, and local regulatory requirements, including but not limited to those of OSHA, MN OSHA, EPA, MPCA, MDH, and GRPUC.

Lead by example and ensure crew understands and complies with all workplace safety practices.

Assist in ensuring required documentation is entered/completed properly including work orders, payroll timesheets, material usage, and equipment usage reports.

Provide exceptional customer service to fellow employees, customers, and contractors and make decisions that are always in the best interest of the Utility.

Additional duties as deemed necessary by supervision, which are of an equal or lesser nature, based on the job's qualifications.

Minimum Qualifications:

High school diploma or equivalent, successful completion of vocational training in an industrial mechanics and maintenance field, and five (5) years of experience. Such experience should include construction, maintenance and repair in an industrial or utility setting. Applicants may also provide documentation of an equivalent combination of education and experience to successfully perform the essential duties of the job.

Valid Minnesota Commercial Class B driver's license, with air brake and tanker endorsements, or have the ability to obtain one prior to employment, and a satisfactory driving record.

Ability to work toward and obtain a MN Type III Solid Waste Facility Operator Certification within one year of the date of employment, and the ability to work toward and obtain a MN Class C Water Supply System Operator Certificate and a Class S-C Wastewater Collection or Class C Wastewater Operator Certificate within three years of the date of employment. Failure to fulfill these qualifications may require the applicant to forfeit the right to continue employment in this position.

Understanding of the methods, materials, techniques and equipment used in the construction, maintenance, and repair of equipment in an industrial or utility setting. Applicant will be required to complete a skills assessment.

Ability to demonstrate critical thinking skills to troubleshoot problems and safely perform maintenance and repair of the water and wastewater systems.

Exhibit strong leadership qualities and the ability to provide clear direction to crew members.

Strong interpersonal skills including tact, diplomacy, and flexibility in order to establish and maintain cooperative working relationships with outside vendors, other public entities, and other employees.

Ability to communicate effectively verbally and in writing, including team meetings, emails, and reports.

Strong sense of honesty, integrity, and credibility.

Availability to work weekdays, as well as possible evening, weekends, and holidays when required. Weekday and/or weekend standby and call rotation may be required. Employee is expected to respond promptly if called when emergency work is required.

Preferred Qualifications:

Knowledge and understanding of computerized maintenance management systems.

Experience with heavy equipment, generators, slings, hoists, jacks, and various types of rigging.

Complete understanding of the federal, state, and local regulations as they relate to the position.

Tools and Equipment Used:

Industrial vehicles, hoists, pumps, generators, power, hand and pneumatic tools, presses, gas and arc welders, cutting torches, computers and related software, two-way radios, phones, and copy machines.

Physical Demands / Work Environment:

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. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle objects, tools, or controls and reach with hands and arms. The employee is frequently required to walk, sit, talk, stand, hear, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently move up to 10 pounds and occasionally move up to 110 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in industrial plant and outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment may be loud in plant settings and fairly quiet in office settings.

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.

Commission Approved Date: September 16, 2020