

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Maintenance Engineering Technician</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CB45</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Series	<u>Fleet and Equipment Services</u>

**PRIMARY PURPOSE:**

To coordinate and manage the Computerized Maintenance Management System (CMMS) and/or Hansen of the wastewater treatment plants, lift stations, and/or collection systems. This position will analyze and extract technical information from equipment Operation and Maintenance manuals to become the master data of new and existing equipment for the CMMS/Hansen systems. Perform Quality Control on Master Data entry ensuring the integrity of the CMMS/Hansen database. Research and development of appropriate PM procedures to extend useful life on very sophisticated equipment.

**SUPERVISION:**

Under the general supervision; supervises appropriate personnel as needed and performs the quality control function on all completed work.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Utilization of CMMS/Hansen systems along with available software such as: Auto Cad -DOS-Windows-Microsoft Office-Word-Excel-Access-e-mail, Databases-etc.
2. Benchmarks, and manages the development of the CMMS/Hansen maintenance program encompassing multi trade maintenance activities as they related to complex, automated wastewater and collection system equipment along with, buildings grounds and utilities where needed.
3. Tracks all equipment history and the cost of maintaining the Northwest, Southwest plants, lift stations, and/or collection systems.
4. Researches and develops relevant bill of materials for equipment and accurately tracks equipment parts.
5. Conducts research as directed including identifying problems, patterns and trends dealing with complex automated equipment
6. Must have the analytical capability to diagnose and solve problems on critical, complex, and automated equipment.
7. Develop new Predictive Maintenance procedures by using root cause identification methods to identify and remedy reoccurring equipment failures
8. Prepares detailed scope of work and written specifications for equipment repairs/replacement or modification and major repair jobs coordination with contractors.
9. Monitors data entry of master data for equipment for quality control
10. Research and development of PM's for the equipment in the CMMS/Hansen system with detailed work procedures that encompass the Public Works Safety procedures such as PPE requirements, Confined Space Entry, Isolation of energy programs etc,
11. Research and development of work orders through work order completion.
12. Coordinates activities of outside contractors as needed.
13. Assesses / Evaluates actual results against work estimates for labor, materials and craft skill required for all work orders to look for improvement opportunities.
14. Develop metrics and charts to monitor backlog of work by craft / skill.
15. Researches and develops detailed job plans that Estimates craft, skill, parts and labor required to complete all work orders
16. Supervises maintenance personnel in the absence or on an "as needed" basis for the Maintenance Supervisor.
17. Develop and conducts training for maintenance personnel on critical, complex, automated and specialized equipment as necessary.
18. Prepares, maintains and presents a variety of manual and computerized records and reports,
19. Writes technical business correspondence, and procedure manuals /SOP's for the department including requests for warranty repairs of equipment.
20. Works closely with the Operations Supervisor, Maintenance Supervisor, Laboratory Supervisor and/or Project Engineer to insure the efficient operation of treatment plants, lift stations and/or collection systems.
21. Fills in for the inventory control clerk on an "as needed" basis.

**IMPORTANT FUNCTIONS:**

1. Attends professional training and takes advantage of career development opportunities.
- Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles and procedures of complex, automated equipment and repair of, PLCs, SCADA systems instrumentation, electronic controls, computer equipment, pneumatic controls, hydraulics. Experience in implementation of best practice within a maintenance department. Knowledge of CMMS/Hansen systems and development of system protocols to make the computer system efficient, effective for all users.

**Abilities**

Effectively develop the CMMS/Hansen maintenance system encompassing all phases of maintenance activity related to wastewater treatment plants, lift stations and/or collection systems; responsible to develop solid metrics to track equipment costs and analyze maintenance performance; effectively document (electronic and hardcopy) after project completion, including CAD drawings, equipment O/M manuals and develop an orderly filing system for these documents; responsible for authoring Standard Operating Procedures and write technical specifications for procurement of equipment or services for the maintenance department; learn and appropriately apply self-directed work team concepts to facilitate the work of maintenance personnel; perform effectively as a member of a team in carrying out the City's *stated mission and* philosophy; utilize sound independent judgement and make responsible decisions and recommendations; read and interpret electrical diagrams, schematics, pump curves, engineering drawings and equipment specifications; follow oral and written instructions; utilize necessary computer applications; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Science or Engineering or a related area. Requires two years of experience in the development and/or management of a (CMMS) Computerized Maintenance Management System. Experience in procurement and inventory control of goods within an industrial environment is preferred. Work experience in appropriate field may be substituted for the formal education requirement on a year-for-year basis.

**Physical Requirements**

Performs bending, squatting, kneeling, and reaching from ground level to overhead; push and pull, lift and carry up to approximately 25 pounds; hold and grip objects.

**Working Environment**

Primarily indoors with heating and cooling regulated; subject to electrical, chemical and toxic waste hazards associated with plant equipment and operations; subject to fumes and odors; may be subject to extreme noise; may be subject to extreme weather conditions during outdoor activities.

**Licensing/Certification**

If operating a motor vehicle, must possess a valid Missouri Motor Vehicle Operator's License. Missouri Water Environment Association (MWEA) Class C Collection Systems Operator Certification depending on assignment.

**Miscellaneous Requirements**

Subject to occasional emergency call-in.

<b>Last Revision:</b>	January 2012	<b>GENERAL ORDINANCE NO.</b> 5366
<b>Comments:</b>	Updated Abilities	<b>Date :</b> April 26, 2004

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_