

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Plant Maintenance Engineer</u>
Sch & Grade	<u>PAT-11</u>
Class Code	<u>BC26</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

Supervises the overall maintenance program of wastewater treatment plants and lift stations.

SUPERVISION:

Under the general supervision of Plant Superintendent; supervises maintenance personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops and oversees a maintenance program encompassing all phases of maintenance activity related to wastewater treatment plants and lift stations including equipment, buildings, structures and grounds.
2. Oversees the maintenance of plant grounds and janitorial services.
3. Implements and maintains a computerized preventative maintenance and inventory control program.
4. Oversees maintenance, installation and configuration of computerized monitoring equipment and installs software upgrades as necessary.
5. Develops, implements and maintains short- and long-range plans for both equipment needs and emergency situations.
6. Prepares specifications for equipment replacement and modification and major repair jobs.
7. Coordinates contracts and activities of contractors during annual pure oxygen plant turnaround.
8. Coordinates activities of outside contractors during installation of new equipment and specialized maintenance.
9. Prepares and monitors annual maintenance operating budget.
10. Provides close technical support for maintaining electrical and electronic equipment and instrumentation.
11. Supervises and coordinates the work of maintenance personnel responsible for all phases of maintenance program.
12. Monitors and evaluates the effectiveness of work performance, which includes, participation in the hiring process, completing performance evaluations, and recommending and implementing necessary disciplinary action.
13. Develops and conducts training for maintenance personnel.
14. Insures that proper safety procedures are followed and that all equipment is kept in safe working order.
15. Works closely with the Laboratory Supervisor and Supervisor at the NWTP to insure the efficient operation of treatment plants and lift stations.
16. Travels to various treatment plant work sites and lift stations, as necessary.

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 wastewater plant equipment and repair, electronic controls, computer equipment, pneumatic controls, hydraulics, electrical equipment and wiring. Knowledge of National Electrical and Building Codes. Knowledge of team development techniques.

Abilities

Effectively develop a maintenance program encompassing all phases of maintenance activity related to wastewater treatment plants and lift stations; learn and appropriately apply State laws and regulations related to wastewater treatment; facilitate and supervise the work of maintenance personnel using self-directed work team concepts; model and promote acceptance and respect for differences among employees and citizens; 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; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor of Science Degree in Mechanical Engineering or Electrical Engineering, plus at least three years of experience in the maintenance of a wastewater or water treatment plant or similar industrial facility. Directly related work experience may be substituted for the 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

A Class "A" Wastewater Operator's Certificate and PE is preferred, but not required.

Miscellaneous Requirements

If operating a motor vehicle, must possess a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4440
Comments:	Updated Abilities	Date: June 27, 1994

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:** _____