

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: UT Maintenance Mechanic

GR: 109

DATE: 6/6/2025

DEPARTMENT: Utilities

DIVISION: Administration

FLSA: Non-Exempt

REPORTS TO: Utilities Maintenance Superintendent

APPROVED: _____

JOB CODE: 7084

GENERAL DESCRIPTION:

Under general direction, performs a variety of skilled and semi-skilled mechanical repair work involving the maintenance of the water and wastewater systems equipment and facilities, aquatic facilities, and splash pads; power equipment; and preventative maintenance work. Work is complex, determining a sequence of operations and scheduling.

TYPICAL DUTIES:

- Performs skilled and semi-skilled mechanical repairs to equipment at the Water or Wastewater Treatment Plants and related facilities, including but not limited to: pumps, blowers, filters, chemical feed equipment, motors, electrical controls, boilers, generators, laboratory equipment, piping, valves, and automated controls.
- Inspect machinery and equipment for repair and maintenance.
- Assist in procuring estimates, parts, or proposals for new or replacement equipment.
- Maintain and repair equipment as needed.
- Performs minor electrical repairs.
- Assist in maintaining a parts inventory.
- Perform preventative maintenance on equipment as assigned.
- Document and record preventative maintenance and repair records.
- Read and interpret technical manuals for repairs or installation of equipment.
- Use and maintain a variety of tools used to repair equipment.
- Make equipment repairs utilizing both gas and electrical welding equipment.
- Performs overtime and after-hours calls as required and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

High school diploma or equivalent; two (2) years of mechanical/electrical experience or education preferred; and possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL DAILY JOB FUNCTIONS:

Establish and maintain effective working relationships with other staff, officials, and the public (Daily)
Determine the cause of system or equipment malfunctions and apply remedial actions as assigned (Daily)
Complete assigned tasks accurately and in a timely manner (Daily)
Maintain accurate records of repairs (paper and electronic)
Obtain knowledge of the functions of the water or wastewater treatment processes to maintain plant equipment properly and effectively (Daily)

ESSENTIAL DAILY JOB FUNCTIONS (CONTINUED):

Communicate maintenance and repairs scheduled and completed (Daily)

Establish and enforce safety practices (Daily)

Read and interpret utility maps, operating instructions, and other equipment manuals

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Climb water towers, chemical silos, inclines and ladders, uneven surfaces, balance required.

Walking: Extensive amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 20 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Occasionally operates precision equipment.

Manual Dexterity: Frequently operates valves, switches, tools, and precision equipment, etc.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside.

Cold/Heat: Adverse conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Equipment noise.

Hazards: Moderate exposure to chemicals.

Fumes/Dust/Odors: Frequent exposure to fumes, odors, and dust.

Infectious Diseases: Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically written material.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records.

Ability to understand and apply mathematical concepts accurately.

Ability to utilize electronic media devices.

Ability to work in some stressful situations.

Ability to meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, two-way radio, computers, digital laboratory and maintenance test equipment, computer-based SCADA and asset / preventative maintenance software program, hand and power tools, vehicles, trucks, confined space equipment, skid steers, forklifts, overhead hoist, voltage meters, welders, utv vehicles, PPE, and lock-out/tag-out equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all duties.