

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 and Wastewater Treatment Plants and related facilities, including but not limited to: automated controls, chemical feed equipment, blowers, boilers, electrical controls, filters, generators, laboratory equipment, motors, piping, pumps, and valves.
- Inspects machinery and equipment for repair and maintenance.
- Maintains and repairs equipment as needed.
- Makes equipment repairs utilizing both gas and electrical welding equipment.
- Performs minor electrical repairs.
- Reads and interprets technical manuals for repairs or installation of equipment.
- Assists in procuring estimates, parts, or proposals for new or replacement equipment.
- Assists in maintaining a parts inventory.
- Performs preventative maintenance on equipment as assigned.
- Documents and records preventative maintenance and repair records.
- Uses and maintains a variety of tools used to repair equipment.
- Performs other duties as assigned.
- Performs overtime and after-hours calls as required.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High school diploma or G.E.D.
- Two (2) years of mechanical and electrical experience or education preferred.
- Must possess 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 paper and electronic records of repairs (Daily).
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 (Daily).

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:

Computer-based SCADA and asset / preventative maintenance software program, computers, confined space equipment, digital laboratory and maintenance test equipment, forklifts, hand and power tools, lock-out/tag-out equipment, overhead hoist, Personal Protective Equipment (PPE), skid steers, telephone, two-way radio, trucks, UTV vehicles, vehicles, voltage meters, and welders.

REMARKS:

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