

DATE	July 2012
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Maintenance Crewleader III

DEPARTMENT/DIVISION: Public Works/ Water Utilities REPORTS TO: Water Quality / Production Supervisor

SUMMARY: Responsible for the operation and maintenance of pumps, valves, motors, computers, SCADA systems, electronic components, switch gear, telemetry, any other industry related equipment for the operation of a water and wastewater system; proactively pursues new technologies, designs and coordinates the implementation of system upgrades. Direction provided by of the Water Utilities Superintendent.

ESSENTIAL JOB FUNCTIONS:

- Schedule and supervise emergency, routine and the preventative maintenance duties of Water Utilities Maintenance Technicians.
- Responsible for the composition of water and wastewater flow and trend data.
- Installs, replaces and services a wide variety of electronic, computer and communication, and related electrical equipment including, but not limited to: radio, telephone circuit and telemetry equipment and data, and video communication links.
- Responsible for the programming and proper operating condition of Supervisor Control and Data Acquisition (SCADA) computer terminals.
- Responsible for the design, construction and implementation of electrical, mechanical, hydraulic, sonic, pneumatic, and frequency modulation equipment.
- Applies expert knowledge to the operation of components and systems to test equipment and diagnose cause of malfunction.
- Assists engineering, consultants and contractors with construction designs and specifications of water and wastewater systems.
- Aligns, adjusts and calibrates components to exacting tolerances.
- Maintains detailed records, accurately prepares reports and provides budget input.
- Submits Daily and monthly work activity reports.
- Maintains tools and repair equipment.
- Applies common supervisory practices pertaining to: coaching, counseling, recognition, training, evaluation and discipline.
- Train Pump Station operators on SCADA system upgrades.
- Assist on special projects such as facility tours and open houses.
- Attend plans review and pre-construction meeting on related projects.
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of advanced electronics theory, practices and ability to apply this
 knowledge to effect installation, testing, diagnosis and repair of electronic and
 electrical equipment.
- Designs, reads and comprehends diagrams, schematic drawings, blueprints and specifications related to electronic and mechanical equipment.
- Required to possess the knowledge and understanding of the Texas Commission of Environmental Quality (TCEQ) rules and regulation pertaining to the minimum acceptable operating standards as they apply to both water the wastewater systems.
- Skilled in the practice of "lock-out/tag-out".

PREFERENCES:

• None.

MINIMUM QUALIFICATIONS:

- High school graduate or GED equivalency.
- Five years of electronic and mechanical repair experience with a potable water and wastewater system; to include, pumps, valves, motors, switch gears, telemetry, SCADA systems and computers.
- Must have a valid Texas Class "C" Driver's License.
- Must obtain registration as a Backflow/Cross-Connection Assembly Tester as issued by the TCEQ within two years of employment
- Must obtain Level C Water License issued by the TCEQ within two years of employment.
- Must obtain TCEQ Wastewater Class III Collection License within two years of employment.

WORKING CONDITIONS:

- Uses a variety of standard and complex electronic and mechanical testing instruments including oscilloscopes, merical pressure inducers, frequency monitors, volt-ohm meters, dial indicators, laptops and conventional computers.
- Operates city vehicle, safety equipment, pager, portable radio, cellular phone, computer, printer, fax machine, copier, phones, electrical testing equipment, gas detection equipment, pH meter, chlorine test kits, and various small hand tools.
- Climbs heights up to 200'
- Lift objects up to 75 lbs.
- Bends, twists, crawls, pushes and pulls while performing job duties.
- Must be available to respond to emergency calls during non-business hours for periodic surveillance or monitoring.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.