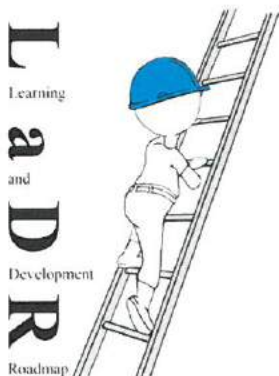




Learning and Development Roadmap

January 20, 2016

Wastewater Treatment Mechanic Position Plan



“Setting the Standard for Excellence”

LaDR Approval



Joe Cheatham, Manager, Wastewater Treatment Operations

1/19/16
Date



Charles Ziegmont, Career Progression Coordinator

1/19/16
Date

Wastewater Treatment Mechanic Position Panel



Donna Nichols, Engineer, Wastewater Maintenance
Panel Chairman

1/19/16
Date



Danny Brown, Maintenance Construction Chief

1-19-16
Date



Leo Hartsfield, Maintenance Construction Chief

1-19-16
Date



Robert Sharman, Maintenance Construction Chief

1-27-16
Date




Warren Dickens, Wastewater Treatment Mechanic

1-20-16
Date



James McCullers, Wastewater Treatment Mechanic

1-19-16
Date



Kevin Rosier, Wastewater Treatment Mechanic

1-19-16
Date

1. Purpose

The purpose of this document is to establish the Wastewater Treatment Mechanic (Mechanic or Mech) as a position progression opportunity through a Leadership and Development Roadmap (LaDR) within the Career Progression Program (CPP or Program). The purpose of the LaDR is to fulfill the objective of the CPP and:

- Identify the knowledge, skills and abilities necessary for position incumbents to properly maintain and repair wastewater treatment equipment;
- Identify the training and experience needed for position incumbents to acquire these knowledge, skills and abilities;
- Provide position incumbents with guidance in the form of a training matrix (roadmap) to develop their knowledge, skills and abilities and successfully progress through the position series;
- Provide guidance to the position panel to assess the continual progression of these knowledge, skills and abilities by position incumbents and ensure that progression through the position series commensurate with the development of the knowledge, skills and abilities.

2. Scope

The elements of this LaDR apply to the following position titles and identified requirements:

Position Title	Pay Band	Band Class Title	Minimum Training and Experience Requirements	Driver's License	UU Training Curriculum	Progression Requirements
Mech I	J	Senior Equip Operator	* High School Diploma or equivalent * 1 year Experience	Class E	194 Hrs (est.)	New Hires: must progress to Spec II within 24 months
Mech II	J	Technician	* Same as Mech I and; * Class C Collection Certificate; * Confined Space Cert. * Lift Station Maint. Cert; * Wastewater Pump Maintenance (Cert) * + 1 yr additional Experience	Class E Class A CDL (for pump station positions)	285 hrs (est.)	May Progress to Spec III after minimum 1 yr as Spec II
Mech III	I	Senior Mechanic	* Same as Mech II and; * Class B Collection Certificate; * Trenching & Shoring Competent person cert; * Hazard Operations Training cert.; * Industrial Mechanic (Millwright) training Levels I and II(Cert); * + 1 year additional Experience	Class E Class B CDL Class A CDL (for pump station positions)	140-152 hrs (est.)	N/A

3. Definitions

CPP Plan – refers to the Career Progression Program Implementation Plan and Operational Control.

See CPP Plan for additional definitions.

4. Responsibilities

Wastewater Treatment Mechanic Position Panel (Panel) – Staff identified in the signature section of this document shall comprise the Wastewater Treatment Mechanic Position Panel. The panel shall fulfill the duties identified in the Career Progression Plan for Underground Utilities and Public Infrastructure (UU). Members are identified by the Wastewater Treatment Manager and may change in membership as needed to fulfill the objectives of the Divisions, CPP and LaDR.

See CPP Plan for additional roles and responsibilities.

5. Objectives

- Identify the “specific” competencies for the Mechanic position series within the program and establish a clear instructional pathway through training for staff to gain these competencies. Specific competencies will be identified in the Job Specifications for each position.
- Provide a pathway for all staff within this position title to obtain, at a minimum, a FWPCOA Class “C” Collections Certification.

6. Procedure

- A. The development of the Mechanic position followed the procedure established in the CPP Plan section 5.B.
- B. Requests for progression shall follow the procedure outlined in the CPP Plan section 5.C. Staff requesting progression shall complete the Progression Request Form (CPP Form 8.1) and submit to Mechanic Panel for review.
- C. Panel shall review requests for progression in accordance with CPP Plan and this LaDR (attachment 9.1) and ensure completion of milestones through training (attachments 9.2-9.4).
- D. Additional Mechanic Levels may be identified and added to this plan at a later time.

7. Records

7.1. Training Records (PeopleSoft record)

7.2. Certificates/Licensure

8. Related Documents

8.1. FWPCOA Wastewater Collection Manual(s)

8.2. Job Specifications (maintained within COT HR Classification and Pay)

8.3. PIQs

8.4. Progression Tracking Form – Employee / Supervisor Review

9. Attachments

9.1. LaDR for Mech I to Mech III

9.2. Training Matrix Mech I

9.3. Training Matrix Mech II

9.4. Training Matrix Mech III

9.5. Letter of Intent for New Hires

9.6. Position Specifications

10. Abbreviations

10.1. Core Competencies

10.1.1. A: Agility

10.1.2. ECS: Excellent Customer Service

10.1.3. EO: Efficient Operations

10.1.4. ES: Environmental Stewardship

10.1.5. K&E: Knowledgeable & Educated Workforce

10.1.6. LET: Leading Edge Technology

10.2. CV: Core Values

10.3. OJT: “On the Job Training” – All or part of the training and /or performance evaluation by the appropriate supervisor or panel is made while performing “On the Job Training” duties.

Inception Date: January 20, 2016

Revision Dates:

Attachment 9.1: LaDR for Mechanic I to Mechanic III

Progression through higher level duties	Complete 100% of Training Mech III Curriculum	May Progress ----- ^
	\$20.25 (+5%) (WTM 3B)	
	* Achievement of Milestone 3B	
	\$19.29 (+5%) (WTM 3A)	
	* Achievement of Milestone 3A	
Mech III Pay Band I	\$18.37 (Position Base Pay)	
Progression through higher level duties	* Achievement of Milestone 3 Complete 100% of Training Mech II Curriculum	
	\$16.16 (+5%) (WTM 2B)	
	* Achievement of Milestone 2B	
	\$15.39 (+5%) (WTM 2A)	
	* Achievement of Milestone 2A	
Mech II Pay Band J	\$14.66 (Position Base Pay)	
Progression through higher level duties	* Achievement of Milestone 2 Complete 100% of Training Mech I Curriculum	
	\$12.75 (+5%) (WTM 1B)	
	* Achievement of Milestone 1B	
	\$12.15 (+5%) (WTM 1A)	
	* Achievement of Milestone 1A	
Mech I Pay Band J	\$11.57 (Position Base Pay)	

Wastewater Treatment Mechanic I Training

Milestones to demonstrate the ability to perform higher level duties (Mech-II). These duties are to be learned through training and experience.

Milestone 1A

- Completion of all Environmental, Health and Safety Courses and routinely follow and demonstrate safe work practices;
- Under direct supervision, performs entrant and attendant work in wastewater confined spaces by entering wastewater structures determined to be safe, including but not limited to tanks, vaults, pump stations, and pipes to perform tasks such as removal of debris and make or assist in repairs;
- Uses power tools, pressure gauges, and/or electronic equipment device
- Transports, operates and maintains by-pass pumps and emergency generators;
- Assists in repairs to piping, equipment installation and removal associated with wastewater treatment maintenance; (Not a higher level duty);
- Operates computer for work order review and initial completion (Not a higher level duty).

Milestone 1B

- Operates and maintains fork lifts, dump trucks, cranes trucks, man-lifts;
- Load and unloads equipment safely and efficiently;
- Makes visual inspections of facilities and equipment and can troubleshoot mechanical issues for wastewater equipment;
- Reads and interprets equipment operation and maintenance manuals and contacts vendors for additional technical information.
- Performs routine and corrective maintenance work on mechanical apparatus such as pumps, motors, valves, controllers and compressors and/or wastewater components;
- Can remove foreign objects as necessary, adjusts and replaces pump packing.
- Repairs, adjusts and replaces parts as required to assure proper operation of equipment;
- Provides on-call and/or standby duty
- Obtains Certification and 0.8 CEUS in Lift Station Maintenance(TREEO);
- Obtains Certification and 0.8 CEUS in Wastewater Pump Maintenance (TREEO)

Milestone 2

- Dismantles and cleans gate and checks valves.
- Performs pipe fitting repairs and installation;
- Ability to use GIS data for location of pump station assets;
- Assists in training personnel and may coordinate the activities of less skilled employee;
- Conducts a regular preventative maintenance program by servicing lift stations and treatment equipment;
- Obtains a FWPOCA Class "C" Collections Certification.
- Obtain a Class "A" State Commercial Driver License (CDL) and endorsement(s) (for designated Pump Station).

Mechanic I - Environmental, Health and Safety Training				
Course #	Course Title	Lead	Comp	Hrs
SAF145	Confined Space Entrant/Attendant	Safety	CV1	2
1HS011	Employee Workplace Safety *Wastewater Safe Work Environment; *Intro to Safety Program & Safety Policies * Radio Communication; *Personal Protective Equipment *Safe Vehicle Operation & Defensive Driving *Haz Comm	Safety	CV1	4
SAF116	Bloodborne Pathogens	Safety	CV1	1
	Fire Extinguisher	Safety	CV1	1
UUE001	Environmental Stewardship *EMS Awareness; * Operational Controls * Spill Prevention and Countermeasure *Stormwater Pollution Prevention	UU	ES	2
UGW209	Emergency Preparedness (evacuations, accident response)	UU	EO	2
	Fall Protection	Safety	CV1	2
	Overhead Crane Safety	Safety	CV1	2
	Hot Work	Safety	CV1	1
	Lock Out – Tag Out	Safety	CV1	1
	Electrical Awareness Training	WWT	CV1	4

Mechanic I - City Required / Provided Training				
Course #	Course Title	Lead	Comp	Hrs
1LC005	Anti-Harassment	COT	CV1	2
ELG175	Ethics	COT	ECS	2
1GS001	Character First	COT	ECS	2
1IC019	Client Centered Customer Services	COT	ECS	3
1GS014	Personal Sustainability	COT	ECS	3
1HR005	Performance Management – Employees	COT	ECS	3
1UU001	Underground Utilities - Employee Orientation	UU	K&E	16
1LC042 1LC020	Drug & Alcohol Compliance-General	Safety	CV1	2
SAF096	CPR / First Aid / AED	UU	CV1	4

Milestone 1A: Mechanic I - Position Specific Training			
Course #	Course Title	Lead	Hrs
	Basic tools & operation of tools (Powered & Hand Tools, pressure gauges, and/or electronic equipment devices)	UU	4
	Basic Facility Maintenance: *Facility Maintenance and housekeeping *Tool Inventory for vehicles and shop	UU	4
ELP790	Intro to CMMS and Record Keeping	WWT	4
UUC016	By-Pass pumps: *Setup, operation and troubleshooting of portable pumps * Transportation of generators	WWT	4

Milestone 1B: Mechanic I - Position Specific Training			
Course #	Course Title	Lead	Hrs
ELT274	Basic Equipment Operation: Dump Truck Fundamentals	UU	4
10S062	Basic Equipment Operation: Forklift Operations	UU	2
UUC015	Basic Equipment Operation: Crane /Boom Lift Truck Fundamentals	UU	4
10S016	Basic Equipment Operation: Man lift	Safety	2
SAF346	Basic Equipment Operation: Equipment Loading and Transportation	FDOT	4
	Introduction to Lift Station Maintenance (Certification & .8 CEUs)	UF TREEO	8
	Basic Water and Wastewater Pump Maintenance (Cert & .8 CEUs)	UF TREEO	8
	Proficiency in replacing and maintaining equipment lubrication	OJT	N/A

Milestone 2: Mechanic I - Position Specific Training			
Course #	Course Title	Lead	Hrs
	Gate and Check valve maintenance and repair	OJT	N/A
	Asset Management Training - Intro	WWT	2
	Intro to pipe fitting and threading	WWT	2
UUC004	Intro to Mobile Work Management	UU	2
UUC005	Intro to GIS, Maps and Locations	UU	2

Mechanic I– Certification Training				
Course #	Course Title	Lead Instructor	Lead	Classroom Hours
UUSM01	WWC Manual 1.0: System Operation and Maintenance (Chapters 1,2)	UU	UU	4
UUSM02	WWC Manual 2.0: Wastewater Collection System (Chapters 3)	UU	UU	4
UUSM03	WWC Manual 3.0: Inspection, Testing and Cleaning; (Chapters 5,6)	UU	UU	4
UUSM04	WWC Manual 4.0: Underground pipeline repair (Chapter 7)	UU	UU	3
UUSM05	WWC Manual 5.0: System Operation & Maintenance and CMOM (Chapters 13 and 14)	UU	UU	3
UUSM06	WWC Manual 6.0: Pump Stations, Equipment Maintenance(Chapters 8 & 9)	UU	UU	3
UUSM07	WWC Manual AA: Basic Math Computations for WWC (focus on Math formulas for certification)	UU	UU	2
UGW331	FWPCOA Class “C” Collections Certificate	FWPCOA	40	40

Wastewater Treatment Mechanic II Training

Milestones to demonstrate the ability to perform higher level duties (Mechanic-III). These duties are to be learned through training and experience.

Milestone 2A

- Reviews O&M manuals to correctly order replacement parts;
- Operates a computer for work order review and final completion, and reads/interprets geographical information systems (GIS) data;
- Can respond to Emergencies and serve as Incident Commander;
- Performs equipment installation, rebuilds pumps, valves, gearboxes and other wastewater associated equipment.

Milestone 2B

- Expertly operates various wastewater equipment such as laser alignment tool, pipe saws, pipe threading machine, overhead cranes, boom trucks, cutting torches and other equipment;
- Prepares work plans with hazard identification prior to entering wastewater structures, including but not limited to manholes, tanks, equipment, pump stations and vaults, to perform assigned tasks;
- Acts as crew leader on specified jobs and maintain records as required;
- Completes Level One of Industrial Mechanic / Millwright training

Milestone 3

- Can perform advanced level of maintenance, repair, installation and/or troubleshooting on mechanical apparatus such as pumps, motors, valves, controllers and compressors and/or wastewater components, as applicable
- Coordinates and schedules activities associated with major equipment installations and renovations, giving instruction to contractors, electricians, welders and other departments on required project work;
- Serves as mentor for lower level technicians and leads training sessions for lower level skilled employees;
- Completes Level Two of Industrial Mechanic / Millwright training
- Obtains a FWPOCA Class "B" Collections Certification.
- Obtain a Class "B" State Commercial Driver License (CDL) and endorsement(s)

Milestone 2A: Mechanic II - Position Specific Training			
Course #	Course Title	Lead	Hrs
	CMMS Training (Intermediate Level)	UU	4
UUC004	GIS, Maps, & Locations (Intermediate Level)	UU	2
	Asset Management – Interm. & Inventory Control	WWT	2
ICS100	Emergency Preparedness - Incident Command NIMS 100: IS-100.PWB: Intro to the Incident Command System (ICS 100) for Public Works	FEMA Online	3
ICS200	Emergency Preparedness - Incident Command NIMS 200: IS-200.B: ICS for Single Resources and Initial Action Incidents	FEMA Online	3
ICS700	Emergency Preparedness - Incident Command NIMS 700: IS-700.A: National Incident Management System (NIMS) An Introduction	FEMA Online	3

Milestone 2B: Mechanic II - Position Specific Training			
Course #	Course Title	Lead	Hrs
	Level One of Industrial Mechanic / Millwright training	Taylor Tech	100
	Safety and Basic Operations of Oxy-Acetylene Torches	WWT	2
	Lifting and Rigging Training	Vendor	2
	Work Plan Preparation / Construction Plans – Intro And project management	OJT	8
	Team Leadership	UU	8-16

Milestone 3: Mechanic II - Position Specific Training			
Course #	Course Title	Lead	Hrs
	Level Two of Industrial Mechanic / Millwright training	Taylor Tech	100
	Hazards Operation Training	Vendor	40
SAF086	Trenching and Shoring	Safety	4
	B level Wastewater Collections certification	Correspondence / Online	40

Attachment 9.4: Wastewater Treatment Mechanic III - Training Summary and Matrix

Wastewater Treatment Mechanic III Training	
Milestones to demonstrate the ability to perform higher level supervisory duties. These duties are to be learned through training and experience.	
<u>Milestone 3A</u>	
<ul style="list-style-type: none"> • Completes Yellow-Belt Six sigma training and implements process improvements through team participation in Process Improvement activity, Preventative and Corrective Action Notifications (PCAN) or Improvement Project; • Completes EMS Internal Audit Training and serves as an internal auditor to ensure conformance with ISO 14001 requirements; • Serves on Interview committee for new hire recruitment 	
<u>Milestone 3B</u>	
<ul style="list-style-type: none"> • Demonstrates Team leadership by leading a Process Improvement activity, Preventative and Corrective Action Notifications (PCAN) or Improvement Project; • Routinely fulfills the duty of staff coordination and oversight (examples provided below, successfully demonstrating this duty under the guidance and discretion of supervisor): <ul style="list-style-type: none"> ➤ Performs the role of auditor division or team leader; ➤ Actively serves as a CPP Panel member; ➤ Trains lower level employees in maintenance activities of treatment equipment; ➤ Obtains a FWPOCA Class "A" Collections Certification • Fulfills the duties of supervisor in their absence. 	

Wastewater Treatment Mechanic III- Position Specific Training			
Course #	Course Title	Lead	Hrs
1LC011	Ethics	COT	2
1LC005	Anti-Harassment	COT	2
1LC038	Investigation & EEO Compliance	COT	2
1HR203	Overview HR Policy & Procedure	COT	8
1LC043	Drug & Alcohol Compliance-Supv	COT	2
ELS112	Communications	COT	2
ELS144	Coaching Skills	COT	2
1GS099	Conflict Resolution I	COT	2
ELS180 / 1GS105	Managing Change	COT	4
1HR006	Performance Mgt-New Supervisor	COT	4
ELS183	Setting goals and standards	COT	4
1GS005 / 1GS025	Multigenerational Harmony / Cultural Diversity	COT	4
1GS040	Build Trust in the Workplace	COT	4

1GS212	Solve Problems & Make Decision	COT	4
1GS043	Character First	COT	2
1GS316	Client Centered Customer Services	COT	4
	Six Sigma Yellow Belt Training	UU	8
	EMS Internal Audit Training	UU	8
	EMS Internal Audit Team	UU	16
	MS Word (Intermediate level)	Comp Tutors	16
	MS excel (Intermediate level)	Comp Tutors	16
	Stormwater Management Inspector	UU	16
	Completes One or more Specialty Training in assigned area(TBD by supervisory staff /Panel) _____	Supervisor	4-10
	Completes One or more Specialty Training in assigned area(TBD by supervisory staff /Panel) _____	Supervisor	4-10

Training is subject to change based upon the equipment and needs of the facility. Other training may be added or substituted at the discretion of the panel to achieve the objectives of UU and this LaDR.

Necessary Special Requirement Certification
Sample

Per the Class specification for **Wastewater Treatment Mechanic, Position No. xxxx**, the position you are entering as of **Month Date, Year**, has the following necessary special requirement:

- Progression to the Wastewater Treatment Mechanic II Position within 2 calendar years of date indicated above;
 - Includes obtaining a FWPOCA Class "C" Collections Certification; and
 - For Pump Station positions, includes obtaining at least the Class A Commercial Driver License with an N endorsement.
 - Once obtained, these must be maintained throughout your period of employment in your current capacity.

By your signature below, you are certifying that you understand the necessary special requirement noted above and, should you fail to comply with this requirement within the specified time period, **your employment is subject to termination due to failure to meet job requirements**. The department director may, based on mitigating circumstances as determined by the director and after consultation with Human Resources through the employing department's HR Consultant, modify the necessary special requirements and require certification and compliance with said modified requirements.

Employee Name: xxxx

Signature: _____

Date: _____

Witnessed by Supervisor:

Supervisor Name: xxxx

Signature: _____

Date: _____

Xc: employee

 supervisor

 HR/Personnel File

WASTEWATER TREATMENT MECHANIC I

MAJOR FUNCTION

This is entry level, manual labor in the construction and maintenance activities of wastewater facilities, systems and equipment. Over a designated period, incumbents have the opportunity to acquire the knowledge, skill, and experience necessary for progression to Wastewater Treatment Mechanic II. Positions allocated to this classification report to a designated supervisor and work under direct observation and supervision. Work in this class is distinguished from that of higher classes by its lack of requirement for technical skills and its emphasis on learning wastewater treatment construction, operation and maintenance activities. Over a designated period, training and work assignments become more complex and incumbents must satisfactorily demonstrate the higher-level knowledge, abilities and skills acquired.

ESSENTIAL DUTIES

Performs the heavy and unskilled manual labor on wastewater equipment needed to support the work of higher-level mechanics engaged in installation, maintenance and repair of the wastewater treatment facilities, systems and equipment. Uses hand tools, pneumatic tools, and other manual wastewater equipment, as directed. Monitors equipment to identify maintenance needs. Cleans, maintains, and stores tools on trucks and trailers. Assists in repairs to piping, equipment installation and removal associated with wastewater treatment maintenance. Operates and maintains crew trucks, pickup trucks, and other basic motorized equipment used for the maintenance of wastewater treatment facilities, systems and equipment. Attends training designed to provide the knowledge, skills and abilities in Asset Management Program, Environmental Management System, Safety and OSHA Standards. Demonstrates mastery of knowledge, skills and abilities acquired through classroom and on-the-job training, as required. Responds under emergency conditions and performs as assigned. May be required to work, as assigned, after normal working hours on-call and/or standby. Performs basic computer functions to complete timesheets, emails, and work details on work orders. Performs related work as required.

OTHER IMPORTANT JOB DUTIES

Performs manual labor for work site clean-up, seeding, mulching, and re-sodding of disturbed construction areas. Performs general cleaning in shop, vehicle and building areas. Attends non-job specific training and continuing education sessions provided by the City organization. Performs other related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of tools and equipment used in maintenance, repair or construction work. Knowledge of plumbing. Skill in performing manual tasks. Ability to learn water and/or

wastewater maintenance and construction. Ability to work effectively with co-workers and the public. Ability to use respiratory protection equipment in compliance with OSHA regulations. Ability to safely perform heavy lifting, pushing, pulling, climbing, standing, squatting, and use of all manual and electric tools required to complete all work assignments. Ability to work in an environment that may include extreme heat and confined areas, hazardous conditions, noxious chemicals, and exposure to prolonged high noise levels requiring the use of personal protective equipment. Ability to perform tasks outdoors under varying climatic conditions. Ability to use a computer and the related programs and applications necessary for successful job performance.

MINIMUM TRAINING & EXPERIENCE

Possession of a high school diploma or an equivalent recognized certificate and one year of experience in utility construction or maintenance that includes operation of utility construction related equipment, one year of experience that includes utility distribution or collection or one year of maintenance or construction experience that includes mechanical repair and installation.

NECESSARY SPECIAL REQUIREMENTS

In accordance with the designation for positions assigned to this class, candidates must possess a valid Class E State Driver license at the time of application and maintain same, as a condition of continued employment.

Note: Individuals hired into this job class after November XX, 2015, must obtain a Florida Water and Pollution Control Operator's Association (FWPOCA) Class "C" Collections Certification, as is designated for the position and attend and pass the internal training courses and examinations designated for the Wastewater Treatment Mechanic I job class and satisfactorily demonstrate the knowledge, skills and abilities acquired through classroom and on-the-job training within 24 months of hire into the job class, as a condition of continued employment.

WASTEWATER TREATMENT MECHANIC II

MAJOR FUNCTION

This is skilled labor and technical work performing the physical tasks in construction, operation, and maintenance of wastewater treatment facilities, equipment and systems using skills and abilities acquired at the lower level Wastewater Treatment Mechanic job classification or in equivalent work experience. Over a designated period, incumbents are provided the opportunity to acquire the knowledge, skills and abilities to advance to Wastewater Treatment Mechanic III. Positions allocated to this classification work under more general direct observation and supervision than Wastewater Treatment Mechanic I. Incumbents of designated positions are often required to exercise independent judgment in dealing with mechanical issues. Work in this class is distinguished from that of higher classes and from lower classes by the level of technical responsibility assigned to the job class incumbent. Over a designated period, training and work assignments become more complex and incumbents must satisfactorily demonstrate the higher-level knowledge, abilities and skills acquired.

ESSENTIAL DUTIES

LaDR Milestone: 1A 1B 2

Under direct supervision, will perform entrant and attendant work in wastewater confined spaces. Enter wastewater structures determined to be safe, including but not limited to tanks, vaults, pump stations, and pipes to perform tasks such as removal of debris and make repairs. Uses hand tools, power tools, pressure gauges, and/or electronic equipment devices to perform a variety of tasks in wastewater systems. Transports, operates and maintains by-pass pumps and emergency generators. Operates a computer for work order review and initial completion. Operates and maintains fork lifts, dump trucks, cranes trucks, man-lifts, crew trucks, pickup trucks, and other basic motorized equipment used to maintain the wastewater systems. Is able to load and unload equipment safely and efficiently. Makes visual inspections of facilities to determine if they are in a proper state of repair. Reads and interprets equipment operation and maintenance manuals and contacts vendors for additional technical information. Performs routine and corrective maintenance work on mechanical apparatus such as pumps, motors, valves, controllers and compressors and/or wastewater components. Removes foreign objects as necessary. Repairs, adjusts and replaces parts, as required, to assure proper operation of wastewater equipment. Dismantles and cleans gate and checks valves. Performs pipe fitting repairs and installation. Uses geographical information systems (GIS) data for location of pump station assets. Assists in training personnel and may coordinate the activities of less skilled employee for designated assignments. Inspects and troubleshoots mechanical issues for wastewater equipment. Conducts a regular preventative maintenance program by servicing lift stations and treatment equipment. Attends classes and training designed to provide the knowledge, skills and abilities to become more proficient in wastewater treatment construction and maintenance activities. Demonstrates mastery of knowledge, skills and abilities acquired through classroom and on-the-job training, as required. Will be required to respond under emergency conditions. May be required to provide after normal working hours on-call and/or standby duty. Performs other related work as required

OTHER IMPORTANT JOB DUTIES

Performs routine service and maintenance to equipment and facilities. Performs the heavy and unskilled manual labor on wastewater equipment, as needed to support the installation, maintenance and repair of the wastewater treatment facilities, systems and equipment. Uses hand tools, pneumatic tools, and other manual wastewater equipment. Monitors equipment to identify maintenance needs. Cleans, maintains, and stores tools on trucks and trailers. Assists in repairs to piping, equipment installation and removal associated with wastewater treatment maintenance. Attends Asset Management Program, Environmental Management System, Safety and OSHA Standards training. Attends training and continuing education sessions. Performs other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of occupational hazards and accident prevention methods in assigned area of responsibility. Knowledge of wastewater treatment or collection utility work. Ability to communicate effectively, both orally and in writing. Ability to operate work related equipment. Ability to work effectively with co-workers and the general public. Ability to operate a computer and related programs and applications necessary for successful job performance. Ability to safely perform heavy lifting, pushing, pulling, climbing, standing, and squatting for long periods of time. Ability to use manual and electric tools required to complete work assignments. Ability to work in an environment that may include extreme heat and confined areas, hazardous conditions, noxious chemicals, and exposure to prolonged high noise levels requiring the use of personal protective equipment in compliance with OSHA regulations. Ability to perform tasks outdoors under varying climatic conditions. Ability to lead and direct the work activities of others. Skills in the use of equipment and tools used in maintenance, repair or construction work.

MINIMUM TRAINING & EXPERIENCE

Possession of a high school diploma or an equivalent recognized certificate and two years of experience in utility construction or maintenance that includes operation of utility construction related equipment, or one year of experience that includes wastewater treatment or collection involving the repair and installation of mechanical motors or pumps and related equipment, or two years of experience as a Wastewater Treatment Mechanic I.

NECESSARY SPECIAL REQUIREMENTS

In accordance with the designation for positions assigned to this class, candidates, at the time of application:

Must possess a valid Class E State Driver license and maintain same, as a condition of continued employment.

Must hold a current Florida Water and Pollution Control Operator's Association (FWPOCA) Class "C" Collections Certification, as is designated for the position and maintain same, as a condition of continued employment.

Must have attended & passed the designated Wastewater Treatment Mechanic I training courses and required exams.

Must possess certification in: 1) Confined Space Entry, 2) Introduction to Lift Station Maintenance, and 3) Basic Wastewater Pump Maintenance.

A Wastewater Treatment Mechanic II assigned to Pump Stations must possess a valid Class "A" Commercial Driver License (CDL) with endorsement(s) or obtain same within 60 calendar days from the date of appointment, and maintain same, as a condition of continued employment.

WASTEWATER TREATMENT MECHANIC III

MAJOR FUNCTION

This is highly skilled, mechanical and technical work wherein incumbents use the knowledge, skills and abilities acquired at the lower level Wastewater Treatment Mechanic job classifications to expertly perform any or all of the duties necessary to maintain and repair wastewater treatment facilities, equipment and systems, including the operation of specialized or highly complex equipment requiring high operator proficiency. Incumbents direct and oversee the work of others engaged in similar tasks. Class incumbents report to a higher-lever supervisor, but are expected to exercise considerable independent judgment in carrying out job responsibilities and determining work methods.

ESSENTIAL DUTIES

LaDR Milestone: 2A 2B 3

Performs work at the journey level in the maintenance and repair of wastewater treatment facilities and systems. Incumbents, under supervision, review operation and maintenance manuals to correctly order replacement parts. Operates a computer for work order review and final completion, and reads/interprets geographical information systems (GIS) data. Will be required to respond under emergency conditions and can serve as Incident Commander. Performs equipment installation, rebuilds pumps, valves, gearboxes and other wastewater associated equipment. Expertly operates various wastewater equipment such as laser alignment tool, pipe saws, pipe threading machine, overhead cranes, boom trucks, cutting torches and other equipment. Prepares work plans with hazard identification prior to entering wastewater structures, including but not limited to manholes, tanks, equipment, pump stations and vaults, to perform assigned tasks. May act as crew leader on specified jobs and maintain records as required. Performs advanced level of maintenance, repair, installation and/or troubleshooting on mechanical apparatus such as pumps, motors, valves, controllers and compressors and/or wastewater components, as applicable. Coordinates and schedules activities associated with major equipment installations and renovations, giving instruction to contractors, electricians, welders and other departments on required project work. Demonstrates mastery of knowledge, skills and abilities acquired through classroom and on-the-job training, as required. May be required to provide after normal working hours on-call and/or standby duty. Performs other related work as required.

OTHER IMPORTANT JOB DUTIES

Enter wastewater structures determined to be safe, including but not limited to tanks, vaults, pump stations, and pipes to perform tasks such as removal of debris and make repairs. Uses hand tools, power tools, pressure gauges, and/or electronic equipment devices to perform a variety of tasks in wastewater systems. Transports, operates and maintains by-pass pumps and emergency generators. Loads and unloads equipment safely and efficiently. Performs routine and corrective maintenance work on mechanical apparatus such as pumps, motors, valves, controllers and compressors and/or wastewater components. Removes foreign objects as necessary. Dismantles and cleans gate and checks valves. Performs pipefitting repairs and installations. Uses geographical information systems (GIS) data for location of pump station assets. Inspects and troubleshoots mechanical issues for wastewater equipment. Conducts a

regular preventative maintenance program by servicing lift stations and treatment equipment. Performs the heavy and unskilled manual labor on wastewater equipment, as needed. Uses hand tools, pneumatic tools, and other manual wastewater equipment. Monitors equipment to identify maintenance needs. Cleans, maintains, and stores tools on trucks and trailers. Attends Asset Management Program, Environmental Management System, Safety and OSHA Standards training. Serves as mentor for lower level technicians and leads training sessions for lower level skilled employees. Attends training and continuing education sessions. Performs other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of occupational hazards and accident prevention methods in assigned area of responsibility. Knowledge of wastewater treatment or collection equipment and systems. Ability to communicate effectively, both orally and in writing. Ability to work effectively with co-workers and the general public. Ability to operate a computer and related programs and applications necessary for successful job performance. Ability to safely perform heavy lifting, pushing, pulling, climbing, standing, and squatting for long periods of time. Ability to expertly use all manual and electric tools and heavy equipment required to complete work assignments. Ability to work in an environment that may include extreme heat and confined areas, hazardous conditions, noxious chemicals, and exposure to prolonged high noise levels requiring the use of personal protective equipment in compliance with OSHA regulations. Ability to perform tasks outdoors under varying climatic conditions. Skills in the use of specialty tools and equipment used in maintenance, repair or construction work.

MINIMUM TRAINING & EXPERIENCE

Possession of a high school diploma or an equivalent recognized certificate and three years of experience in utility construction or maintenance and repair that includes operation of related utility equipment, three year of experience that includes wastewater treatment or collection involving mechanical repair and installation, or two years of experience as a Wastewater Mechanic II.

NECESSARY SPECIAL REQUIREMENTS

In accordance with the designation for positions assigned to this class, at the time of application, candidates:

Must possess a Class "B" State Commercial Driver License (CDL) and endorsement(s) (CDL) and maintain same, as a condition of continued employment.

Must possess a Current Florida Water and Pollution Control Operator's Association (FWPCOA) Class "B" Collections Certification and maintain same, as a condition of continued employment, and

In addition to the certifications required for Wastewater Treatment Mechanic II, must also possess certifications in 1)Excavation and Trenching and Hazard Operations Training and 2)successfully complete Industrial Mechanic (Millwright) training (two levels).

Designated positions must possess COT equipment operator certification.

Must have attended & passed the designated internal Wastewater Treatment Mechanic I and II training courses and the required exams.

Class incumbents assigned to Pump Stations must possess a Class "A" State Commercial Driver License (CDL) and endorsement(s) (CDL) at the time of appointment and maintain same, as a condition of continued employment.

Wastewater Treatment Mechanic LaDR Revision Log

Section	Revision Summary
Date:	
Area Revised	Summary of Revision