

OPERATIONS DEPARTMENT

JOB DESCRIPTION: MAINTENANCE/OPERATIONS ASSISTANT

HAMPTON ROADS SANITATION DISTRICT

I. FILE GUIDE REFERENCE

| | | |
|-------------------------|---|----------------|
| A. DIVISION | : | Treatment |
| B. GRADE | : | 2 |
| C. IMMEDIATE SUPERVISOR | : | Chief Operator |
| D. LOCATION | : | Various |

II. POSITION SUMMARY

Performs a variety of preventive and corrective maintenance duties during assigned work hours under general supervision. Works on special projects in other areas, i.e. pipefitting, coatings and fabrication, as necessary. Performs some housekeeping and grounds keeping duties as required. Work may entail working on a rotating shift schedule.

III. EXAMPLES OF DUTIES

Conducts supervised work activities based on specific instructions and schedules, including rotating shifts. Performs the following duties on a regular basis with possible rotation of projects and tasks: preventive maintenance functions beyond daily PM functions; corrective maintenance functions to include but not limited to packing pumps, replacing shear pins and other duties associated with these functions. Basic piping jobs (threading, gluing, fitting of pipe, etc.) and coatings projects in which knowledge of proper millimeter thickness and reducers for paint are demonstrated. Ability to perform fabrication tasks utilizing power and hand tools on a regular basis and basic knowledge of burning and welding equipment. Other duties include concrete and carpentry work, use of hand tools and power tools and operation of motor vehicles and heavy equipment as appropriate. Informs Maintenance Operator and other HRSD personnel of special situations and problem areas. Follows objectives and goals and priorities of treatment plant. Follows operating policies, procedures and programs of treatment plant. Other duties as assigned.

IV. QUALIFICATION STANDARDS

1. Education

High school degree or equivalent GED required.

2. Experience

Some general maintenance experience to ensure that the Knowledge, Skills & Abilities function can be successfully fulfilled. Basic skills in fabrication, coatings, pipefitting, and construction desired.

3. Knowledge, Skills & Abilities

Must be able to follow instructions, procedures and schedules and operate assigned equipment. Must be able to perform a variety of maintenance functions including basic skills in at least four of the following areas: pipefitting, coatings, fabrications, and preventive or corrective maintenance.

4. Special Licenses

Must possess & maintain valid Operator's driver's license (from state of residence).

V. WORKING CONDITIONS

Must be able to work overtime and/or unusual hours as necessary. Must work rotating shifts, as assigned. Must work in varying climatic conditions outdoors. Indoor work environment may be routinely hot, cold, misty and/or unventilated. Work environment exposes and requires incumbent to handle, with protection, hazardous materials. Work environment routinely exposes and requires employee to handle wastewater or wastewater products.

VI. PHYSICAL REQUIREMENTS

Work requires the ability to lift moderate loads of (50 to 75 pounds). Over 50% of work involve walking, climbing, kneeling, standing or bending. Works, at times, in an OSHA designated noise environment (over 85 decibels). Must be medically certified to wear a respirator up to half an hour.

Incumbents must have the physical dexterity to accomplish the duties, in the manner noted, as referenced in this and the above sections (Definition, Example of Duties, Qualifications Standards & Working Conditions).

12/03

APPROVED

DIR INTLS _____ DATE _____ Chief, HR INTLS KMB DATE 12/03