



TOWN OF EAST LYME

Water & Sewer Department

Utility Mechanic

The Town of East Lyme is seeking a Utility Mechanic to join its Water and Sewer Department.

SUMMARY:

The Utility Mechanic participates in routine and emergency maintenance of water supply well systems, water booster pump systems, tanks, all sewer and water system pump stations including pumps, diesel and propane generators, electrical systems, control electronics, and instrumentation. The position requires independent judgment, initiative, maturity, observation and communication skills, and accuracy.

SUPERVISION RECEIVED: Work is performed under the general direction of the Superintendent of Utilities.

SUPERVISION EXERCISED: Provides general supervision to departmental personnel assigned to him/her.

CLASSIFICATION & HOURS OF WORK: This is a union position within the United Public Service Employees Union, working 40 hours per week (Monday through Friday, 7AM – 3:30 PM).

ESSENTIAL JOB FUNCTIONS:

- Maintain, troubleshoot, and repair all mechanical, hydraulic, pneumatic, basic electrical, and electronic equipment and infrastructure for the water and sewer departments. This includes pumps, wells, tanks, compressors, generators, gasoline, propane, and diesel engines, as well as portable power equipment including electric generators, power mowers, chain saws, and welders of all types.
- Operates various power and hand tools in testing and repairing defective mechanical and electronic equipment and diagnostic equipment.
- Maintain, troubleshoot, and repair of electronic instrumentation equipment.
- Maintain, troubleshoot, and repair communication and SCADA systems.

- Maintain, troubleshooting, and repair of A.C. and D.C. control circuits, batteries, battery chargers and chemical/injection systems.
- Prepares and updates maintenance records of water and sewer department equipment through an asset management system.
- Make assessments and repairs to water and sewer department vehicles and equipment as needed.
- Performs work in the functional areas of operation, maintenance and inspection of the water and sewer system.
- Performs water and sewer pump station equipment and operation inspections and prepares written and/or electronic reports of the inspections.
- Operates small and large trucks as needed.
- Removes snow and ice from walkways and driveways, and parking areas in and around utility properties as needed.
- Performs manual work in the laying of pipes, patching and/or resurfacing roads and related construction and maintenance work as needed.
- Performs general work assignments and reports work accomplished to his/her immediate supervisor.
- Performs building and grounds maintenance, including janitorial duties, on utility buildings and properties.
- Keeps daily written and/or electronic records of work performed.
- Participate in professional organizations to keep current standards of the water and sewer department operations.
- Must be able to work a flexible schedule including regular weekend duty and overtime. When on weekend duty, it must remain available and respond to all water and/or sewer emergency calls within 30 minutes.
- Regular attendance is a requirement of this position.

*******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Abilities

- Thorough knowledge of standard practices, methods, tools, and materials used in the mechanical and electrical trades.
- Thorough knowledge of the operation, maintenance and repair of treatment pumps and equipment
- Working knowledge of the properties of gas, electricity, water and wastewater and the hazards of working with them.
- Working knowledge of electricity including knowledge of the national electrical codes and the occupational hazards and safety precautions of the electrical trade.

- Ability to diagnose and repair electrical, electronic, hydraulic, pneumatic, and mechanical malfunctions in pumps, pipelines, compressors, diesel, gasoline, propane and natural gas engines.
- Working knowledge of the construction and operation of various types of portable equipment such as pumps, generators, mowers, welders, and air compressors.
- Ability to recognize improper operation of various equipment and diagnose potential problems and take corrective action before breakdowns occur.
- Working knowledge of safety precautions and procedures associated with the work performed, including lock out/tag out procedures, confined space entry, hot work, crane and rigging safety, use of ventilators, handling of hazardous materials and any other safety requirements that may be prescribed.
- Ability to weld and paint metal.
- Ability to troubleshoot basic electrical issues in AC and DC voltages and up to 3 Phase electrical systems.
- Ability to read and understand sketches, blueprints, wiring diagrams, and manuals.
- Ability to perform skilled mechanical tasks in area of specialty independently.
- Working knowledge of the practices and techniques of the Water and Sewer Department work.
- Working knowledge of the materials, supplies and equipment used in the Water and Sewer Department projects.
- Working knowledge of the occupational hazards and safety precautions associated with Water and Sewer Department work.
- Sufficient knowledge of computers to complete correspondence, reports, and data entry.
- Ability to utilize a keyboard and respond to visual prompts on a computer screen.
- Knowledge of GIS and Asset Management software required.
- Ability to follow governmental regulations, write/type standard reports and correspondences, and effectively present information in one-on-one and small group situations. The position requires the ability to solve practical problems.
- Ability to exercise discretion in handling confidential information.
- Ability to read, write and type English and to comprehend procedures, policies, documents and directives that are necessary to the safe performance of the job.
- Ability to carry out assigned projects to their completion.
- Ability to work independently in a responsible manner utilizing independent judgment.
- Ability to tell when something is wrong or is likely to go wrong and be able to formulate a solution to the problem.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain appropriate working relationships with outside agencies, contractors, other departments, subordinates and the public.
- Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with people who are under physical and/or emotional stress.

Experience and Training

- Graduation from High School, Vocational School, or equivalent.
- Graduation from Technical/Mechanical/Electrical College with three years of post-graduation experience required or equivalent experience acquired from working exclusively as a mechanic for a minimum of 3 years.
- Welding experience preferred.
- 5 years Sewer/Water mechanical experience preferred.
- Criminal background and driving record checks required prior to employment.
- Means of transportation (truck and tools provided by the Department).

Licenses and/or Certificates

- Connecticut Class B Commercial Motor Vehicles Operator's license, Class A preferred

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to operate a motor vehicle. The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance are required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee is frequently required to lift and/or move up to 50 pounds, and, at times, may be required to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions as well as in the office. The employee may work near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually quiet

while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

Employees must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of serious injury to self and others.

PAY AND BENEFITS:

- Hourly wage is based on Grade 4 of the Sewer personnel wage scale starting at \$34.50 per the United Public Service Employees Union (UPSEU) Collective Bargaining Agreement. A copy of the UPSEU contract can be found on the Human Resources page of the Town of East Lyme website.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://eltownhall.com), or submit an [Application](#) along with resume and cover letter to hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.