

**BAY COUNTY DEPARTMENT OF WATER AND SEWER
JOB DESCRIPTION
WASTEWATER ELECTRICAL/ELECTRONIC TECHNICIAN**

GENERAL SUMMARY:

Under the supervision of the Maintenance Supervisor, an employee in this classification will perform skilled electrical/electronic work in the maintenance, repair, and overhaul of plant and pumping station electrical, electronic, and mechanical equipment. Employees will also perform other maintenance-related tasks as assigned. Persons in the classification should be motivated work as part of a team or alone and have excellent attention to detail.

EXAMPLES OF DUTIES:

1. Duties involve performance of technical electrical maintenance, instrumentation, and repair work on plant machinery and equipment.
2. Follow manufacturer's blueprints, manuals and instructions and/or directions of supervision to install equipment and perform plant, lift station and metering stations maintenance.
3. Clean and make repairs to pumps, motors, chemical feeders, air compressors, valves, conveyors, lights, vacuum pumps, filter presses, heaters, grit mechanisms, fans, blowers, meters, comminutors, pressure reducing stations, electric, pneumatic and hydraulic valve operators and controls, telemetering equipment, instrumentation, and other wastewater equipment.
4. Operates equipment to check for malfunctions, determines what repairs or adjustments are necessary, and makes repairs or adjustments as needed.
5. Disassembles equipment and repairs by repacking, lubricating, repairing or replacing bearings, seals, shafts, relays or other work or broken parts.
6. Install or replace and connect equipment such as lighting fixtures, ballast's, fans, service lights, fuses, light bulbs or fluorescent bulbs, batteries, electrical and mechanical switches, receptacles, and electric motors (large or small).
7. Drills holes for and installs hangers, supports, brackets, controllers, guards, insulators, switches and other equipment.
8. Installs large or small pipe and conduit.
9. Measure, cut, bend, assemble and install conduit and fittings, housing, and covers.
10. Responsible for maintaining an adequate inventory of parts for maintenance of equipment located at the lift stations.
11. Responsible for keeping inventory of equipment, spare parts, and proper lubricants for the wastewater department.
12. Responsible for keeping plant, lift station and metering stations maintenance records.

13. Responsible for performing timely and proper inspection, maintenance, and repair work necessary to assure proper operation of all equipment and maintenance of the plant and sewage lift stations.
14. Follow proper safety and housekeeping practices on the job at all times.
15. Performs "On Call" duties.
16. Calibrates flow meters and other metering devices.

The foregoing is not to be construed as a list of all the duties of this classification and Supervision has the right to assign other duties, as deemed necessary, to continue with the efficient operation of the employer's business.

THE FOLLOWING KNOWLEDGE AND ABILITIES ARE REQUIRED ON THIS JOB:

- a. Ability to read, interpret and follow and to apply manufacturer's instruction manuals and blueprints to disassemble repair and reassemble equipment.
- b. A thorough knowledge of State and County electrical codes and safety standards.
- c. Ability to climb and work from ladders as necessary.
- d. Ability to use hand and power tools.
- e. Ability to understand and properly follow written and verbal instructions and cooperate with others.
- f. A thorough knowledge of tools, equipment, and materials required to repair mechanical equipment.
- g. Sufficient knowledge of instrumentation, electrical, and telemetering circuits, terms, and practices to understand and follow procedures to effect repairs or replacement.
- h. Ability to direct the work of others to assure timely and effective maintenance and repairs of plant equipment and sewer systems.
- i. Performs on-call work as assigned.

EDUCATION AND/OR EXPERIENCE:

High school or electrical trade school graduate or equivalent training and experience.
Two years of experience working with electronic systems.
Knowledge of wastewater processes is preferred.
Course work in engineering or electronics are preferred.

GENERAL EDUCATIONAL DEVELOPMENT:

- a. *REASONING:*
Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

- b. **MATHEMATICAL:**
Perform ordinary arithmetical and algebraic procedures in standard, practical applications.
- c. **LANGUAGE:**
Comprehension of technical manuals, including drawings and specifications, layouts, blueprints, and schematics.

CERTIFICATES, LICENSES, REGISTRATIONS:

- a. Must have valid CDL "B" license with "N" endorsement and Air Brake endorsement.
- b. Must have a valid Michigan driver's license.

PHYSICAL DEMANDS:

Involves climbing, balancing, stooping, kneeling, crouching and crawling, reaching, and handling. Ability to lift up to 50lbs.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements

WORKING CONDITIONS:

Both inside and outside. Exposed to weather. Subject to noise, vibrations, fumes, foul odors, and dust. Select duties may require confined space entry and use of appropriate safety and/or respiratory equipment. Worker must adjust to a variety of duties, involving working alone and apart in physical isolation from others.

THE BAY COUNTY DEPARTMENT OF WATER AND SEWER IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE DEPARTMENT OF WATER AND SEWER WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Ryan Goebel, Director

Keri Christian, Accounting & HR Mgr

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