

DOWNERS GROVE SANITARY DISTRICT

JOB DESCRIPTION

TITLE: MECHANIC - MAINTENANCE

FLSA: Nonexempt

PAY RANGE: HOURLY I

GENERAL SUMMARY

Performs preventive maintenance and repairs on mechanical and electromechanical machinery and equipment, vehicles, buildings and structures. Reports directly to Maintenance Supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Performs preventative maintenance on, replaces or repairs wide variety of equipment including pumps, motors, valves, heat exchangers, boilers, vehicles and other District equipment. This position may also include preventive maintenance and repairs on combined heat & power (CHP) units and related equipment.
- 2) Repairs and maintains buildings and structures including plumbing and carpentry.
- 3) Inspects equipment for malfunctions.
- 4) Installs and sets up new equipment.
- 5) Performs plumbing and pipefitting tasks.
- 6) Uses welding equipment to heat, cut, braze or weld.
- 7) Performs limited electrical maintenance and repairs.
- 8) Assists in keeping maintenance records.
- 9) Assists in maintenance of lift stations.
- 10) Performs custodial and landscaping tasks including snow removal, as required.
- 11) Assists with other areas of District operations as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Must live within a 30 minute travel time from the District's Wastewater Treatment Center.
- 2) Requires ability to be on-call on a 24-hour basis, 7 days a week, on a rotating basis, in order to respond to emergency situations.

- 3) Requires a good working knowledge of wastewater plant mechanical and electrical equipment and vehicle maintenance, which is normally acquired through one year of work experience and one year of vocational training.
- 4) Requires thorough knowledge of general building maintenance, including plumbing and carpentry acquired through one year of work experience.
- 5) Requires computer skills and ability to utilize a computerized maintenance program database.
- 6) Requires ability to read prints and O & M manuals, and prepare written reports as necessary.
- 7) Requires minimum of High School diploma or GED. Higher education levels, such as associates degree or vocational training in mechanical or electrical maintenance is desirable.
- 8) Requires the ability to comprehend and follow complicated written and verbal instructions. This is normally acquired through the completion of a high school education.
- 9) Requires knowledge of the proper care and use of equipment, tools and vehicles.
- 10) Requires interpersonal skills and abilities to communicate effectively both orally and in writing with the public, coworkers, contractors and outside agencies, including under difficult circumstances.
- 11) Requires a minimum State of Illinois Class B Commercial Driver's License (CDL) with Full Air Brakes (no restriction) and a Tank (N) endorsement obtained within 6 months of Employment.
- 12) Requires the ability to learn how to operate heavy equipment including forklift, dump truck, and front-end loaders.

PHYSICAL ABILITIES REQUIRED

- 1) Standing, walking, sitting, bending and climbing repetitively throughout the day in areas including stairways, grating, catwalks, ladders and a variety of other interior and exterior surfaces and work areas.
- 2) Lifting, pulling and pushing objects on a daily basis, including buckets, tools, shovels, rakes and other equipment. Some objects weighing up to 50 pounds. Lifting of heavier objects with assistance, such as motors and pumps.
- 3) Work with equipment or perform duties that require extreme precautions to avoid injury.
- 4) Wear and use protective equipment, such as safety glasses, gloves, hearing protection,

respirators, safety shoes, hard hats and other items as required by the task or job.

- 5) Ability to identify and distinguish colors.

WORKING CONDITIONS

Exposure to dirt, noise, wastewater, oils and the like. Most of work performed outdoors in all weather conditions and during day and night hours. The ability to complete duties while working alone. Work hours and work week vary accordingly to operations requirements. Must be available for emergency operations as required.

The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 8/22/13, 8/25/15, 8/19/22, 10/16/23, 02/03/25