



INTERNAL/EXTERNAL POSTING

Utilities Department

Position: Maintenance Tech Trainee

TEMPORARY

Duties:

This is a temporary full-time position requiring a High School Diploma or GED, a valid Florida Driver's License; supplemented by a demonstrated ability to work under difficult environmental conditions for extended periods of time; the ability to read and write English; the ability to perform basic math calculations; and some related work experience; or an equivalent combination of education, training, and experience.

***Position requires selected candidate to perform responsible meter services work; be responsible for reading meters, as well as installing, maintaining and repairing meters. The duration of this position depends on staffing requirements/budgeting/and project completion. ***

Requesting someone with experience in public utilities or large scale commercial plumbing systems, have the ability to operate hand tools and light equipment or an equivalent combination of education, training and experience, and be able to maintain and perform minor repairs on utility collection and distribution systems, lift stations, water and wastewater treatment plant piping and equipment.

This position will report to a Utilities Crew Chief. Applicants are requested to complete a City Employment Application (copies available at City Hall located at 201 W. Moody Blvd or on the city website at (www.bunnellcity.us)). The application is to be forwarded along with a personal resume' to: chancock@bunnellcity.us. Internal applicants MUST submit a letter of intent to apply along with information as to how they qualify for the position. **Resumes received without a City application will not be reviewed.**

Pay: \$12.61 per hour
Posting Date: March 1, 2018
Posting Closes: Open until filled

Bunnell has a zero-tolerance drug policy and complies with EEO policies. This position will require a complete background check and drug test before the hiring process is complete.



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Job Title:	Maintenance Technician Trainee	Job Category:	Maintenance
Department/Group:	Utilities	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As Needed
Level/Salary Range:		Position Type:	Full Time, Non-Exempt
HR Contact:	Christine Hancock	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: chancock@bunnellcity.us Fax: 386-437-8253 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
Job Purpose:			
<p>This position reports to the Crew Chief.</p> <p>This classification exists to learn and perform with increasing independence the water/wastewater/collection and distribution treatment systems to control, maintain, and have the electrical/instrumentation skills necessary to become a Maintenance Technician. During the two-year Trainee Program, incumbents train and perform a variety of tasks while assigned to an experienced technician or crew chief.</p> <p>ESSENTIAL FUNCTIONS:</p> <ul style="list-style-type: none"> • Learns and performs with increasing independence Maintenance Technician duties • Ability to read/record/maintain water meters and the related equipment • Brings mechanical or process deficiencies to the attention of an experienced technician or supervisor • Assist Plant Operators and maintains water/wastewater treatment processes and equipment to control flow and the processing of water/wastewater. • Starts and stops motorized equipment such as pumps, motors, air compressors, blowers. • Inspects, repairs, and maintains machinery and mechanical equipment in operation and detects and reports deficiencies in the operational process • Cleans equipment and facilities using hoses and power washing equipment • Assists in unloading, transferring, storing equipment and inventory • Maintains legible, accurate records • Performs basic maintenance tasks for systems associated with Water/Wastewater • Performs primary maintenance tasks at remote facilities associated with well stations, sewer lift stations, valves, metering, tank sites, and distribution • Assists with the repair of mechanical equipment such as pumps, motors, sludge removal machines, blowers, air compressors, and equipment in a water or wastewater treatment plant, groundwater wells, 			



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pumping stations

- Lubricates, aligns, adjusts, and cleans mechanical equipment and performs other preventive maintenance tasks
- Attaches and tows equipment such as trailers holding equipment
- Mixes and pours cement, when required
- Prepares surfaces for painting and does brush, roller, and spray painting
- Cleans equipment and work areas for the safety of staff and the maintenance of buildings
- Completes paperwork to document work completed with assigned work orders
- Checks calibration of, cleans, and assists in the repair of various flow measuring equipment
- Performs routine and very basic instrumentation and electrical work
- Assists in pulling wire and conduit
- Installs, replaces, or adjusts light bulbs, belts, or similar objects
- Lockout/Tagout simple devices
- Replaces "plug-in" sump pumps
- Connects "plug-in" equipment
- Ability to use Vac-con equipment to clean and maintain City Facilities
- Maintains regular and reliable attendance
- Demonstrates superior seamless service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Basic arithmetic such as addition, subtraction, multiplication, division, and basic algebra.
- Basic mechanical, hydraulic principles with the ability to learn and perform:
- Routine and very basic instrumentation and electrical work.
- Operation of various types of equipment used in the water and wastewater treatment, collection, and distribution processes in accordance with established procedures.
- Data, machinery, and equipment observation or monitoring to determine compliance with prescribed operating or safety standards.
- Authorized forklift operation.
- Work with and around chemicals, effluent, cleaning fluids, paints, cleaning agents, or solutions using approved protective equipment.
- Practices, methods, tools, materials, and equipment involving mechanical, instrumentation and electrical equipment.
- Simple electrical sketch reading and drawing.
- Installation, maintenance, and repair of electrical fixtures and electric or electrical equipment.
- Work cooperatively with other City employees in a team environment.
- Move heavy objects such as pieces of equipment weighing 20-50 pounds or more short distances (20 feet or less).
- Bend or stoop repeatedly or continually over time to make repairs to equipment.
- Lift arms above shoulder level to paint or work on equipment or work on ceiling wiring system.
- Work safely without presenting a direct threat to self or others and comply with all safety and environmental regulations.
- Communicate with co-workers and customers in face-to-face one-to-one settings to explain repairs made or to discuss repair strategies.
- Perceive the full range of the color spectrum to repair mechanical devices.
- Travel across rough, uneven or rocky surfaces to access equipment that requires repair.



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- Comprehend and make inferences from written materials such as operating manuals, and Material Safety Data Sheets (MSDS).
- Work in small, cramped areas to repair equipment.
- Climb ladders or steps where equipment is located, to reach objects on shelves, or to monitor machinery and equipment.
- Learn job-related material primarily through oral instruction, structured lectures, reading, and observation in an on-the-jobsetting.
- Understand and follow oral and written instructions in the English language.
- Work in a variety of weather conditions with exposure to the elements.
- Use common hand tools, such as hammers, saws, screwdrivers, or similar tools.
- Understand and apply electrical theory in simple terms and terminology.
- Use a computer to input and retrieve information.

Educational Requirements:

- High School or GEDequivalency.

Professional Licenses:

- Must possess a valid Florida Driver’s License

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift. ACCEPTABLE EXPERIENCE AND TRAINING: Requires the ability to learn, in English, the treatment, collections, and distribution practices and procedures; and read, write, follow oral instructions, and perform basic math calculations. Other combinations of experience and education that meet the minimum requirements may be substituted.
- Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Must obtain Wastewater Class "C" Collection Technician Certification or State issued Water Distribution License within two years of hire and qualify for promotion.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed by Director:		Date:	
Approved by City Manager:		Date:	
Last Updated by:		Date/Time:	