

Submit resume by going to www.cityofwaterlooia.com clicking on Job Vacancies, reviewing the Plant Maintenance Mechanic description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume is Noon on Friday, November 16, 2018.

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION**

PLANT MAINTENANCE MECHANIC

DEPARTMENT : WASTE MANAGEMENT SERVICES
SALARY : \$27.10 per hour with \$1.00 increase after probation
FLSA : NON-EXEMPT
CIVIL SERVICE : INCLUDED
BARGAINING UNIT : MUNICIPAL EMPLOYEES LOCAL #177

GENERAL STATEMENT OF DUTIES

Skilled technical position responsible for installing, repairing and general maintenance of plant equipment, machinery and facilities at the Pollution Control Plant and City lift stations. The work is performed under the general direction of the Maintenance Foreman and Waste Management Services Director or Assistant Director, but considerable leeway is granted for the exercise of independent judgment. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification:

The essential functions are performed according to the Standard Operating Procedures. The procedures have been developed for the local jurisdiction based on generally accepted standards for wastewater treatment facilities.

1. Maintains and repairs a variety of equipment, machinery and control systems.
2. Installs and/or performs major mechanical repair of pumps, engines, motors and other auxiliary equipment.
3. Performs electrical, plumbing and welding to repair equipment.
4. Performs daily field checks of all systems operating equipment for proper operation and needed maintenance.
5. Performs routine preventive maintenance and repair of a variety of equipment and

machinery.

6. Performs general building and grounds custodial tasks including painting, mowing, shoveling snow and repairing windows.
7. Lifts, carries, pushes and pulls items weighing up to one hundred (100) pounds with assistance as needed.
8. Drives light and heavy-duty equipment and vehicles as assigned.
9. Works outside in all weather conditions; works near and around mechanical, hydraulic and electrical hazards; noise level is loud; atmosphere may contain dust, infectious waste, toxic and explosive gases or unfavorable natural ventilation; visibility might be poor and mobility limited; walking surface may be wet or slippery.
10. May stoop, kneel, reach, turn, crawl, climb or crouch for an extended period of time in cramped or difficult to reach areas.
11. Enters and works in confined spaces with

entry space being as small as twenty-two (22) inches using permanent or portable vertical ladders at a depth of up to forty (40) feet; climbs and works at heights up to fifty (50) feet.

12. Works at different or repetitive workload pace, independently and with others with minimum supervision.
13. Attends work regularly at the designated place and time.
14. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Waste Management Services safety rules and regulations.
15. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Considerable knowledge of standard practices, methods, tools and materials of the mechanical trade.
2. Considerable knowledge of welding, metal work, machine work and related occupational hazards connected with general maintenance operations.
3. Considerable knowledge and skill in use and care of bench and hand tools, machines and equipment of the mechanical trade.
4. Knowledge of occupational hazards and the safety precautions necessary in the operation and maintenance of a pollution control facility.
5. Ability to assess and repair complex maintenance problems using tools, materials and procedures involved in machine, pump, motor and other equipment installation and repair and make decisions based on standard operating procedures.
6. Ability to understand and carry out difficult oral and written instructions.
7. Ability to communicate orally and in writing when required to present facts and recommendations clearly and concisely.

8. Ability to limit exposures to infectious waste, toxic and explosive gases or unfavorable natural ventilation.
9. Ability to complete daily work sheets, keep thorough maintenance records, prepare written reports, complete forms and perform required record keeping.
10. Ability to complete assigned work projects without direct supervision.
11. Ability to communicate with coworkers and supervisors by radio, give and receive instructions, and read, analyze and record complex technical data and computations.
12. Ability to communicate effectively and maintain working relationships with coworkers and supervisors.
13. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/equivalent.
2. Must obtain a Grade I Waste Water Operator Certification from the State of Iowa within twenty-four (24) months of employment; Failure to obtain this certification within the stated time will result in termination of employment. Must maintain this certification after employment. Failure to maintain the appropriate certification will result in disciplinary action up to and including layoff or termination.
3. Minimum two years experience as machine maintenance mechanic including plumbing, mechanical and electrical experience.
4. Must obtain within six month probationary period and maintain Iowa Class A or B Commercial Driver's License. Good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the

position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

5. Must be trained regarding Permit Required Confined Space Program as required by department head
6. Willing to be CPR and First Aid Certified if required by department head.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks including but not limited to lifting and carrying up to one hundred (100) pounds with assistance as needed or to move barrels weighing up to five hundred (500) pounds with proper equipment.
2. Sufficient physical and mental stamina to work double shifts during flood or other weather emergencies.
3. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers and supervisors over the telephone and radio.

4. Sufficient personal mobility that permits the employee to operate vehicles in all types of weather, move from one Waste Management Services facility to another and work in cramped spaces or difficult to reach areas.
5. Sufficient manual dexterity and coordination for safe operation of manual and powered equipment; ability to grasp/grip tools, switches and valves.
6. Sufficient depth perception, peripheral vision and color vision to work around machinery, operate equipment and identify indicator lights on control panels.
7. Sufficient hearing to diagnose machinery problems, to communicate with coworkers and for safety purposes.

MISCELLANEOUS

1. Required to wear personal protective equipment, such as safety shoes, safety glasses, hardhat and hearing protection.
2. Required to wear standard uniform as supplied by City.
3. Must comply with the City of Waterloo Residency Policy for Critical Employees (must live within 10-mile radius of Waterloo City Hall) within six months of employment. Must maintain a local telephone number in order to be contacted during emergencies.
4. Required to submit to Department of Transportation requirements for CDL driver's including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.
5. The City of Waterloo requires a physical examination by a physician of the City's choice, including a drug test, to determine if an applicant is capable of performing the essential functions of this job classification. Failure to pass these tests will result in withdrawal of employment offer.
6. The City of Waterloo reserves the right to conduct a background investigation including

employment, education and criminal history checks on any applicant being considered for this position

7. Required to submit to and pass Civil Service examination procedures including oral interview testing. May also be required to prove mechanical aptitude.

WORK SCHEDULE

Will generally be assigned to work 7:00 a.m. - 3:00 p.m. Monday-Friday but may be called any hours or days for maintenance related breakdowns, plant emergency or severe weather conditions. Intermittent overtime based on staffing needs

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants

who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION DATE

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

[Click Here to Apply](#)

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.