



Job Description

Job Title: GWS Maintenance Technician
Department: Gas, Water, Sewer
Reports To: GWS Supervisor
FLSA Status: Non-exempt

Summary: Performs maintenance duties for LUS GWS distribution and collection systems by performing the following duties.

Duties/Responsibilities: Employee shall primarily work in the Gas, Water, and Sewer Operations/Maintenance Department. Perform maintenance on all operational, mechanical, and electrical equipment, systems, and structures of the gas, water, and sewer facilities. Employee shall access and operate all equipment, above and below ground level.

Performs duties in support of distribution and collection system. Typical duties include, but are not limited to:

- Operates and performs maintenance and repairs on all operational, mechanical, and electrical equipment, systems, and structures of the gas, water, and sewer to include pumps, motors, hoists, valves, and various other gas, water, and sewer equipment.
- Performs preventative, predictive, and corrective maintenance on all equipment regularly and informs supervisor of any needed maintenance or repairs. Remove, repair, and replace equipment as needed. Cleans and lubricate pumps, motors, and other equipment.
- Accurately updates computerized preventative maintenance and parts inventory management system.
- Monitors operations regularly for proper operation. Makes any changes needed.
- Performs calculations necessary for the operation of the gas, water, and sewer.

- Maintain all charts, checklists, and maintenance record.
- Enters and updates files on computer for preparing reports, spreadsheets, historical information, and maintenance records according to City, State, and Federal guidelines.
- Working knowledge of all gas, water, and wastewater facilities equipment.
- Working knowledge of all rules and regulations for gas, water, and sewer facilities.
- Maintains sanitary cleanliness of work areas, and facilities.
- Works safely observing all OSHA, Federal, State, and City regulations.
- Correctly wears appropriate personal protective equipment when required.
- Provides coverage in absence of other personnel in maintenance and operations.
- May have to work after hours in emergency situations.
- Promotes teamwork environment. Assists coworkers when needed.
- Any other duties as assigned by supervisor.

Certificates, Licenses, Registrations

- High School Diploma or G.E.D.
- Electrical and pump/motor experience is required.
- Valid Tennessee Class A Commercial Driver's License or obtained before the trainee advances past the first training period pay step.
- State of Tennessee Grade 2 Distribution and Collection License and Gas OQ will be required once the employee is eligible to sit for testing.

Required Skills/Knowledge:

- Ability to communicate effectively with supervisors, coworkers, the public, and regulatory agency representatives.
- Ability to apply common sense.
- Must have good verbal and written communication skills.

- Ability to read and understand maps, drawings, blueprints, manufacturers data, gauges, computer printouts, etc.
- Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to perform calculations for pump efficiency, volume, concentrations, compute rate, and ratio, percentage.
- Must have knowledge and skills in hydraulics.
- Must have knowledge of pumps, electric motors, circuitry, and controls.
- Ability to apply common sense understanding to carry out detailed but involved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Knowledge and experience with Microsoft Word, Excel, and Outlook and other pertinent software.
- Knowledge of safety.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Ability to work independently and with a group.
- Ability to prioritize jobs.
- Must have strong self-motivation skill.
- Ability to read and interpret graphs.
- Attention to detail.
- Excellent mechanical aptitude.
- Ability to exercise good judgment in evaluating situations and making decisions.

Physical Requirements:

- Ability to lift 0-75 pounds.
- Ability to operate equipment for 8 hours a day.
- Ability to walk or stand for 8 hours a day.
- Ability to stoop, kneel, and crouch for long periods of time.
- Ability to talk, see, smell, hear, reach, handle and feel.

- Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the essential duties of this job, the employee is regularly exposed to moving mechanical parts, risk of electrical shock, vibration, and all outside weather conditions. May have to work in confined spaces. The employee is occasionally exposed to wet and/or humid conditions; precarious places; animals (spiders, ants, snakes, dogs); extreme cold; extreme heat; gases, fumes or airborne particles; toxic or caustic chemicals; and explosives. The noise level in the work environment is usually moderate to very loud. Work environment can be dirty with unpleasant odors.

Other:

He/She shall have a reasonable knowledge and experience in human relations in order to have the ability to handle personnel and maintain good public relations with the general public and the Utility's customers.

Scheduled and non-scheduled overtime may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. The employee in this job must be knowledgeable about and follow LUS's safety policies and procedures as described in the company safety manual. By its very nature, the distribution of utilities must continue to the greatest extent possible uninterrupted. Therefore, overtime during outage or other emergency situations may be required.

Lawrenceburg Utility Systems reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute written or implied contract of employment.