



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

Motor Shop Technician

Department	Wastewater Lift/Station
Pay Grade	8
FLSA Status	Non-Exempt
Safety Sensitive	Yes

JOB SUMMARY

Performs maintenance and repair duties relative to sewer lift pump operations.

ESSENTIAL JOB FUNCTIONS

- Maintains, cleans, replaces, and repairs pumps, electric motors, automatic controls, valves, piping, plumbing, mechanical assemblies, and related pump equipment.
- Repairs electric circuits on control panels and motor controls.
- Performs preventive maintenance on pump stations and station equipment.
- Performs required mechanical, electrical, and electronic troubleshooting to correct any malfunctioning component.
- Performs record keeping and maintains files on work performed.
- Maintains inspection and repair records.
- Prepare adequate written and oral reports.
- Responds to calls for emergency repairs outside of normal working hours.
- Performs on-call duties as assigned.
- Works overtime when required.
- Performs any other related duties as required or assigned.

Supervision Received:

Works under the general supervision of an administrative superior.

Supervision Exercised:

None.

QUALIFICATIONS**Education and Experience:**

High school diploma or equivalent, one (1) year of experience in the maintenance of pumps, motors, or other related equipment; or any equivalent combination of education and experience. An Arkansas drivers license and a clean driving record.

Licenses or Certifications:

Valid Arkansas CDL preferred, but not required

Class 1 Wastewater Collection License, or ability to acquire within two (2) years of employment.

Knowledge, Skills and Abilities:

- Considerable knowledge of centrifugal pumps, control circuits, and force mains.
- Considerable knowledge of basic electrical and plumbing methods.
- Working knowledge of volt/ohm meters.
- Knowledge of occupational hazards and necessary safety precautions applicable to maintenance and repair of wastewater equipment.
- Ability to lift heavy motors weighing 125 pounds or more.
- Ability to operate specialized equipment (overhead crane and crane truck to lift pumps).
- Ability to read and follow work orders and instructions.
- Ability to read and interpret plans, specifications, repair manuals, and diagnostic test results.
- Ability to use a variety of test instruments and power, hydraulic or hand tools.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to prepare adequate written and oral reports.

PHYSICAL/MENTAL DEMANDS

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs, or balances; may use sense of taste or smell; specific vision requirements include close, color, distance, peripheral, and the ability to adjust focus; occasionally required to lift more than 100 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate; works in outdoor weather conditions, near moving mechanical parts and in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals and wet, humid conditions (non-weather); at risk of electrical shock.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.