

# Job Description

## Mechanic

Mechanic

03/05/2015

**JOB TITLE:** Mechanic  
**DIVISION:** Groundwater Production  
**LOCATION:** Water Services Department, Needsmust

### **PURPOSE OF THE POSITION**

The Mechanic is responsible for the installation, maintenance and repair on water production, treatment and control equipment to ensure that all electrical systems are operational so that consumers can have a safe and reliable water supply.

### **EDUCATION**

Candidate to possess 4 CXC passes at general proficiency level, to include English, Mathematics and one other science subject or vocational training as a mechanic at accredited technical institution.

### **EXPERIENCE**

Three (3) years experience in a similar field

### **SCOPE**

#### **Mechanic**

The Mechanic is responsible for mechanical installation, maintenance and upkeep of WSD equipment, at the water treatment plant, well sites, offices and all other facilities. Failure to perform can result in mechanical failure of equipment and jeopardise the quality and reliability of the water supply.

### **RESPONSIBILITIES**

Maintain the water treatment plant systems in order to ensure the availability of a safe and reliable water supply.

#### Main Activities

1. Dismantles, moves, installs, or repairs machinery and mechanical equipment.

2. Examines machinery or mechanical equipment; identifies reasons for malfunction and completes repairs and/or maintenance.
3. Installs new equipment and systems and repairs and maintains current equipment and systems as needed.
4. Repairs and overhauls pumps, generators; mechanical pipe cutters, mechanical road cutters, sludge pumps, weed eaters and other small equipment used by the WSD.
5. Reviews work in progress; checks and inspects as necessary for conformance to job and specifications.
6. Tests, operates, and performs preventative maintenance on emergency generators; logs results and other applicable information.
7. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
8. Assigns tasks to technical employees and monitors work assignments, in the absence of the supervisor.
9. Assists supervisors in the implementation of training programs; tutors and coaches technicians, providing training materials and instruction on proper job techniques.
10. Performs miscellaneous job-related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Basic knowledge of water systems operations, maintenance and distribution
- Knowledge of maintenance and repair of mechanical equipment and systems.
- Knowledge of computerized maintenance management principles as related to supplies, equipment, and/or services ordering and inventory control.

## **Skills**

- Ability to interpret technical manuals.
- Ability to use hand and power tools applicable to trade.
- Ability to repair, dismantle, install or move machinery and mechanical equipment.
- Ability to provide on-the-job and technical guidance and training to staff.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to perform preventive maintenance according to published guidelines.
- Ability to test systems and log results.
- Ability to perform inspections and make necessary adjustments to conform to job specifications.

## **Personal Attributes**

Maintain department's standards of conduct

Be respectful and flexible

Possess a dedication to the position and customers/community

Demonstrate sound work ethics

Be consistent and fair

## **WORK HOURS**

Regular Hours:      Monday to Friday                      7:00am to 3:00pm

Maybe required to work beyond regular hours to maintain supply to customers or reduce the length of service interruption.

May be required to work on week ends.

## **WORKING CONDITIONS**

### **Physical Demands**

This is a physically strenuous and demanding job.

Will be required to lift, pull while managing equipment and objects

Have to work through all weather, heat and cold, sunshine or rain

Handles dangerous materials, requires dexterity to be safe and efficient to eliminate potential of contamination and infection of self and others

### **Environmental Conditions**

Required to work outside under all environmental conditions

May be exposed to unpleasant sights and smells

May be exposed to dangerous and or toxic substances

Must take necessary precautions to protect eyes, nose and skin irritation and infection

### **Sensory Demands**

May be exposed to unpleasant sights and smells

May be exposed to dangerous and or toxic substances

## **REPORTING AND ORGANISATIONAL RELATIONSHIPS**

### **Reports To:**

### **Nature of Supervision Received:**

#### **Directly:**

Inspector of Pumps-Mechanical

Periodic supervision to ensure that industry and safety standards are being maintained.

### **Supervision Given To:**

### **Nature of Supervision Received:**

#### **Directly:**

Mechanic Assistants

Close supervision based on operations and maintenance procedures. Assign daily tasks and monitor performance.

**LIASISES WITH:**

**Internally:**

Other technical staff, distribution and maintenance, production, water quality

**Externally:**

PWD Vehicle, Maintenance Division

**AUTHORITY TO:**

Delegate tasks to junior team members

Requisitions for spare parts

Test equipment undergoing repairs

**PERFORMANCE CRITERIA**

The job is satisfactorily performed when:

Maintenance scheduled are met

Operations and safety standards are maintained

Systems work without preventable mechanical failures

**This document is a true and accurate description of the position**

No Incumbent, new position

**INCUMBENTS**

09/03/2015

**DATE**

[Signature]

**HEAD-OF-DEPARTMENT**

09/03/2015

**DATE**