



## City of Irving Job Description

### Utility Shop Coordinator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	36502	<b>Reports To (Job Title):</b>	Utility Maintenance Supervisor

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#### PURPOSE

To perform skilled tasks in the construction, maintenance, repair, and servicing of water and wastewater distribution system facilities and equipment to ensure the health, safety and well-being of internal and external customers as well as the environment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Inspect, maintain, repair, and service machinery and equipment including pumps, electrical systems, hydraulic systems, valves, motors, engines, compressors, and pneumatic equipment.
- Coordinate activities with other departments, divisions, as well as, outside agencies to ensure continuity of service.
- Assign work to other Utility Mechanic(s) and act as lead on projects.
- Test, rebuild, and maintain records of all fire hydrant meters.
- Monitor, troubleshoot, maintain, and make minor repairs on sewer lift (pump) stations, including valves, motors and pumps.
- Fabricate parts and equipment to perform maintenance and repair work.
- Operate welding, cutting, drilling, metal bending, sanding, metal fabrication, painting/powder coating and machining equipment.
- Recommend appropriate specifications for repairs, fabrications, and equipment/material purchases.
- Enter confined spaces using proper confined space procedures and atmosphere monitoring equipment.
- Ensure the safety of work zones using cones, flags, barricades, signs, and personal safety equipment.
- Perform preventive maintenance on heavy equipment such as rubber tire loader, boring equipment, trailer mounted pumps, jack hammers, light towers, skid steer, air compressors and all excavation equipment.
- Monitor, maintain and repair all small engines and equipment used by field crews.
- Participate in on-call rotation for after-hours work.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Maintain and organize shop work areas.
- Perform preventive maintenance, inspections, and servicing of equipment.
- Perform plumbing, electrical, carpentry and welding duties as required.
- Maintain detailed records on maintenance work done.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position may make purchases of materials or equipment with the use of a P-card or request for a Purchase Order totaling up to \$50,000 per year; additionally, this position will assist with budget planning/preparation for ongoing equipment repair needs within appropriate specifications.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- High School Diploma or GED to meet basic requirements established by the Texas Commission on Environmental Quality with some college or vocational training.

### **EXPERIENCE**

- Two (2) years of experience in mechanical maintenance and repair work preferably with small engines, electric motors, and pumps.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Class A Texas Commercial Driver's License.
- Class C Water Distribution Operator issued by TCEQ.
- Class II Wastewater Collection Operator License issued by TCEQ.

### **KNOWLEDGE OF**

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Public Safety and Security: Rules and regulations to protect people, data, and property.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Schematics for one-line electrical drawings, pumps, motors and GANTT charts.
- Electricity, including methods for troubleshooting low voltage problems up to 480 volts and 3-phase systems.

## **SKILLS AND ABILITIES IN**

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Reporting: Researching, analyzing and compiling data and prepare concise documents.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Self-Management: Working well independently and without supervision.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

This position works daily with Water Utilities field staff and supervisors, and occasionally works with the Operations Manager and Director on special projects. Externally, it interacts with parts and equipment suppliers and repair vendors. It may occasionally work with a customer or supervisor/manager in another department.

## **EQUIPMENT AND PROPERTY**

Employee must use a wide variety of manual and power tools and equipment which may include equipment such as pneumatic or hydraulic tools, plasma cutter and torch, band saw, drill press, milling machine and others. In addition, office equipment such as computers, copiers and printers are used.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to see. Frequently, s/he is required to carry, crawl, drive a vehicle, grasp, lift up to 100 pounds, kneel, listen, push or pull, stand, stoop, talk, and walk. Occasionally, s/he is required to balance, climb, reach, and sit.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is frequently exposed to extreme vibrations, blood-borne pathogens, confining work spaces, dirty environment, electrical hazards, high precarious work places, improper illumination, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. The noise level in the work environment usually is Loud. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.