



**Title:**  
*Systems Operator Mechanic I*  
**Level:**  
*I*  
**FLSA Status:**  
*Non-exempt*

**Division:**  
*Wastewater*  
**Department/Location:**  
*Wastewater Systems*  
**Employment Status:**  
*Regular Full Time*

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### **SUMMARY**

This position reports directly to Wastewater Systems Supervisor. This position is expected to be responsible for the operation and maintenance of wastewater treatment, pumping systems and gravity sewer systems including the mechanical, electrical and instrumentation equipment associated with these systems. This position's normal work schedule is Monday through Friday.

### **RESPONSIBILITIES**

- Provides assistance to Systems Mechanic II, as required.
- Responsible for the operation and maintenance constant and variable speed pumps, level control systems and pump seal and lubrication systems, monitoring and adjusting pumping rates and other control parameters as required based on field observations and weather conditions.
- Operates and maintains valves, gates, diesel generators, odor control systems, and other associated equipment as required or as directed.
- Perform mechanical maintenance on various pumping and piping systems.
- Rebuild and replace pumps in submersible and dry well configurations.
- Perform both routine operational changes and minor maintenance and repairs on operational equipment, as required or as directed including the addition or replacement of lubricants, fuels, seals, chemicals, etc.
- Responsible for the operation and maintenance of bar screens, baskets, grinders, and fine screens. The cleaning and proper disposal of accumulated debris is required.
- Maintain air and vacuum relief systems.
- Monitor, evaluate, and log meter and gauge readings to determine preventive or corrective maintenance requirements on pumping stations, interceptor lines, metering stations, and associated equipment. Also monitor water usage routinely.
- Troubleshoot problems with level control systems, coordinate electrical repairs with maintenance groups.
- Oversee and monitor various wastewater flows and sewer conditions. This includes; proper sampling procedures smoke and dye testing, spill monitoring and prevention, standard regulatory operating and reporting procedures.
- Operate mobile and stationary cranes, operate and build rigging systems to lift and install heavy equipment from manholes and deep wells.
- Operate and perform routine field service on heavy equipment such as: vacuum and jet trucks, video monitoring equipment, portable pumps and generators, service truck lift cranes.
- Operation and maintenance of vacuum and high pressure washing equipment and associated trucks.
- Maintain all grounds and landscaping in a neat and well-groomed manner including removing trees and/or limbs with chainsaw and using equipment to clean up area.
- Keep detailed records of pump operation hours, maintenance, and operating characteristics.
- Keeps supervisor informed of operating conditions and problems.
- Report any building and ground issues that must be remedied to the supervisor.
- Comply with all provisions and requirements of the lockout/tag-out safety program prior to working on any potential energized device.
- Observe all safety rules and regulations, and by utilizing all available safety equipment.
- Work safely at all times by observing all safety rules and regulations and utilizing safety equipment. This includes the use of a fall protection device when in a confined space. The device weighs approximately 38 lbs and is lifted overhead to hook to safety davit to climb down pump station ladders.
- Maintain commercial driver's license (CDL) in good standing at all times and submit to random and accident-related drug and alcohol testing under Federal Regulations and ACUA Policy.
- Various in-house and Manufacturer's training courses must be taken and upgraded as needed.
- Duties may, from time to time, include driving and operating various vehicles including roll off container truck for the purpose of pickup and deliveries, and the sewer cleaning jet truck.
- As needed, require to work at the Wastewater Treatment Plant.
- In accordance with 7:1E-212, employee shall be familiar with, and is responsible to perform the duties detailed in ACUA's written SOP's regarding hazardous substances, specifically SOP HAZ6. Employee is required to have Hazwoper 40 training, an annual 8 hour Hazwoper refresher courses and shall engage in a hazardous substance drill annually to demonstrate abilities related to position.
- Perform other duties as directed by Wastewater Administration.



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- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- HS diploma or GED
- Possession of a C-1 Collection System Operators License; or
- Possession of a S-1 Wastewater Treatment Operators License but not currently in possession of a C-1 Collection System Operators License may be considered with the understanding that they will be required to obtain the required C-1 License within 24 months of position appointment; or
- Minimum of 1 year working experience in the operations and/or maintenance of the Wastewater Treatment Facility, Wastewater Collections Systems or other related discipline, and completion with certification in the NJDEP accredited/approved Introduction to Water and Wastewater course. Must actively pursue and obtain a C-1 License within 24 months of position appointment.

### **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid driver's license in good standing
- Valid commercial driver's license (CDL), Class A, with a tanker endorsement. *Candidates that do not meet the CDL requirement may be eligible for consideration but a CDL, Class A, must be obtained within 1 year of position appointment.*
- Working knowledge of the operation and maintenance of wastewater treatment, pumping systems and gravity sewer systems including the mechanical, electrical and instrumentation equipment associated with these systems.
- Working knowledge in the application of lubrication, alignment and vibration principles and techniques for proper operation.
- Mechanical/Electrical/Instrumentation aptitude required.
- Be able to read and interpret engineering drawings related to pumping and level control systems.
- Must be able to communicate with the public and co-workers in a professional, respectful, and intelligent manner.
- Must be available for trouble calls during the day or night, weekends, holidays, and on short notice.
- Work standby duty on a weekly basis. This duty requires the Operator to be available for emergency response on a 24 hour per day basis and carry a personal paging device.
- Report to work during all weather related conditions and emergencies.

### **PREFERRED QUALIFICATIONS**

- None

### **PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:*

Must be able to qualify for self-contained breathing apparatus (SCBA) use. Constantly operates all equipment and/or machinery associated with this job. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Frequently traverses in and out of truck. Frequently remains in a stationary position while in the truck. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Frequently operates computer devices and/or business productivity machinery. Frequently communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, load noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

## Job Description Acknowledgement



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<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>