



TITLE: Wastewater Treatment Plant Maintenance Mechanic
PG: HF
DEPARTMENT: Public Utilities – Wastewater Treatment Plant
REPORTS TO: Chief Wastewater Plant Operator
REVISION DATE: December 2025

PURPOSE OF POSITION:

The purpose of this position is to perform skilled, technical work in the maintenance, repair, and installation of wastewater treatment plant components and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Implements the preventative maintenance program for the wastewater treatment plant, and ensure the proper maintenance and upkeep of plant equipment.
2. Prepares and implements routine maintenance schedules for wastewater treatment plant equipment.
3. Performs regularly scheduled maintenance activities, including adjustments to plant equipment.
4. Troubleshoots wastewater treatment plant equipment, evaluates and diagnoses equipment issues, determines root cause of issues and recommends corrective measures.
5. Ensures the proper function and operation of wastewater treatment plant equipment, including pumps, motors, valves, etc.
6. Oversees regular and routine maintenance of wastewater treatment plant equipment, including lubrication, oil changes, equipment rotation, etc.
7. Performs electrical maintenance and repair work.
8. Repairs and/or replaces worn out parts, including bearings, belts, filters, piping, pump packing, shafts, sleeves, etc.
9. Assists in the set-up and operation of new plant equipment to ensure proper operation and maintenance.
10. Utilizes testing equipment and instrumentation to troubleshoot, program, and set-up wastewater process equipment.
11. Maintains inventory of maintenance supplies and equipment, including spare parts, tools, and equipment.
12. Coordinates the scheduling of maintenance and repair activities requiring the use of an outside contractor.
13. Prepares requisitions for the purchase of material and supplies, and orders maintenance supplies.
14. Prepares and maintains maintenance and repair records, completes service orders, and makes detailed reports.
15. Ensures safe work methods are followed and appropriate safety equipment and precautions are utilized.
16. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
17. Runs errands, picks up supplies and materials.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma/equivalent, with two to five (2-5) years recent work experience in maintenance work involving plumbing, mechanical, and electrical maintenance or repair, preferably in a utility setting; or an equivalent combination of education, experience, and training.
- Must have a valid, appropriate driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the maintenance and repair of the electrical, hydraulic, and mechanical components and equipment of a wastewater treatment plant.
- Knowledge of the operating characteristics and preventative maintenance requirements associated with a wastewater treatment plant.
- General knowledge of the principles, practices, equipment, and methods associated with the operation of a wastewater treatment plant.

- General knowledge of the occupational hazards associated with the work and the necessary safety precautions of the work.
- General knowledge of the safe use, operation, and preventive maintenance of common mechanical equipment.
- General knowledge in the use and operation of standard office equipment and software.
- Ability to check the proper operation of equipment and to detect issues in the equipment operation.
- Ability to troubleshoot issues with the equipment associated with wastewater treatment plant operations, and to determine the root causes of the issues
- Ability to determine the appropriate maintenance, repair, or replacement of wastewater treatment plant equipment.
- Ability and skill in the use and care of hand tools and testing equipment.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to direct the work of others.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme weather conditions both hot and cold, including wetness and humidity, noise, vibration, hazards, dust/dirt, grease/oils, fumes, airborne particles, moving parts of machinery. Risk of electric shock. Worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.