

Pagosa Area Water and Sanitation District
POSITION DESCRIPTION

TITLE: Fleet Services Mechanic/Manager
DEPARTMENT: PAWSD
DIVISION: Infrastructure
REPORTS TO: Infrastructure Superintendent

HOURS: 40 hrs / week
CLASSIFICATION: Fleet Services
DATE: Immediate Opening

JOB SUMMARY STATEMENT: The Fleet Services Mechanic (Mechanic) supports the mission of the Pagosa Area Water and Sanitation District (District) by maintaining District vehicles, equipment and mechanical elements within the District. The Mechanic is responsible with limited supervision for establishing a preventative and routine maintenance schedule on all District vehicles and equipment. The incumbent is also required to have knowledge and experience in repairing diesel motors, various small engines and pumps and motors related to water and wastewater equipment as well as welding and fabricating skills.

DUTIES AND RESPONSIBILITIES: The listed examples of work are not intended to be all-inclusive. They establish a flexible, functional base from which the incumbent operates. They may also be modified with additions, deletions or changes required to meet organizational goals and objectives.

- Maintains motor vehicles and heavy equipment in proper working order by: tuning motors, making necessary repairs, replacing wearable parts and performing preventative maintenance.
- Diagnoses problems and performs such work as repairing electrical systems; weld and fabricate broken components; respond to emergency calls and makes necessary field repairs; maintains tools and shop equipment in clean working conditions, keeps record of work.
- Maintains and repairs small engine equipment; aids in the repair and/or replacement of pumps and motors used in the water and wastewater industry.
- Maintains adequate parts and supply inventory at all times, responsible for maintenance of shop equipment and identification and purchase for new shop equipment and shop expendables.
- Assures that the shop facility and outlying areas are clean, safe and presentable at all times.
- Knowledge of safety and environmental regulations applicable to shop and fueling operations.
- Ability to supervise and instruct subordinate staff in maintenance, clerical and/or skilled craft areas.
- Assure compliance with Colorado's Department of Labor and Employment Under-Ground Storage Tank program.

EDUCATION, LICENSURE AND CERTIFICATIONS: Any combination of education and/or experience that has provided the necessary knowledge, skills and abilities for excellent job performance are acceptable.

- Experience in repairing motor vehicles and heavy equipment including diesel powered machinery.
- Knowledge of principals and practice of repair and preventive maintenance of motor vehicles and heavy construction equipment including the use of tools and equipment used in making mechanical repairs, welding fabrications and safe work practices.
- Maintaining small engine equipment, pumps and motors.
- Possession of a valid Colorado Driver's License. Ability to get a valid Colorado Drivers License within one year may be allowable.
- Ability to work independently, organize, budget and schedule work, instruct others in repair methods and equipment use, follow instructions, keep records, learn diagnostic methods and have moderate computer skills.
- Ability and willingness to advance through the Colorado State Operator Certification Program which adds to the positions knowledge and responsibility.

PHYSICAL ABILITIES AND HOURS: This position will be exposed to a variety of potentially hazardous and/or unpleasant conditions, including but not limited to rainy, cold or hot weather; poison oak, traffic, exhaust fumes, trash and exposure to chemicals. Performing the essential functions requires various types of physical exertions, such as bending, stooping, and lifting; walking on uneven terrain such as road shoulders and creek beds; driving vehicles and/or equipment for long periods of time. .

- Must be able to walk, climb and smell. Must be able to physically lift at least 50 pounds. Must be able to physically inspect pumping stations, water tanks, reservoirs, backwash ponds and other related raw, treated water and wastewater facilities.
- Must be available to work on-call rotation and be familiar with all District facilities including water plants, wastewater treatment plants, pumping stations, lift stations and distribution and collection lines.
- Must be available for occasional emergency call-out for water/wastewater repairs or other emergency situations.
- Must be willing to perform other job duties as assigned by management, outside of the scope of this particular position as needed for the overall efficient operation of the District.