



## CITY OF AVON PARK JOB DESCRIPTION

**JOB TITLE:**  
**Treatment Plants**  
**Mechanic/Maintenance Technician**

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<b>EXEMPT:</b>	NO	<b>DIVISION:</b>	Utilities
<b>SALARY:</b>	Grade/step (395/1-7) \$17.50–20.20 DOQ/DOE	<b>DEPARTMENT:</b>	Utilities
<b>SHIFT:</b>	Days	<b>COST CENTER:</b>	401 0751 535.12 00
<b>LOCATION:</b>	Treatment Plants	<b>POSITION:</b>	Water and WWTP Maintenance/Mechanic Technician
<b>REPORTS TO:</b>	Chief Operator		
<b>PREPARED BY:</b>	Human Resources	<b>DATE:</b>	11/18/2022
<b>APPROVED BY:</b>	City Manager	<b>DATE:</b>	11/18/2022

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### NATURE OF WORK:

This is skilled and semi-skilled work in the maintenance and repair of water and wastewater plants, equipment, and grounds. Employees in this class are responsible for assuring the efficient and safe mechanical operation of equipment and machinery. Repair work is performed in accordance with established schedules, with special assignments resulting from periodic inspections or from reports from plant operators and supervisors. Work may involve an element of personal danger and exposure to adverse weather conditions and toxic substances. Work is inspected by a supervisor while in process and upon completion for quality of results. Functional supervision may be exercised over state inmates.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Repairs and maintains plant equipment necessary for the flow and treatment of water or wastewater.
- Repairs small, gasoline-fueled engines, pumps, and other equipment; replaces bearings, wheels, and pulleys.
- Assists in the installation of new equipment.
- Performs brazing and soldering and non-skilled level painting, plumbing, and carpentry in the maintenance of plant and equipment.

- Positions and connects chlorine cylinders; check cylinders for leaks.
- Performs/completes generator inspection, preventative maintenance, and the preventative maintenance checklist.
- Must establish and maintain effective and professional relationships with work colleagues, supervisors, and managers.
- Performs line inspections with camera equipment and operates vac truck.
- Drives, maintains, and operates truck with trailer, tractor with batwing, skid steer, backhoe, and other maintenance vehicles and machinery.
- Performs light building and structure repairs and maintenance.
- Performs troubleshooting of electrical controls and motors and corrects problems found.
- Pulls trailer-mounted generators to lift stations and operators the stations when City power is disrupted.
- Works in confined spaces or hazardous areas.
- Other duties as assigned.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Must have a valid State of Florida drivers' license and a good driving record as determined by the City of Avon Park.
- Minimum of one year experience in pump and electrical maintenance.
- An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

#### **OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

- Mechanical and Electrical abilities
- Knowledge of the methods, practices, tools, materials, and principles of operation of utilities equipment.
- Knowledge of the practices and tools utilized in general maintenance work.
- Knowledge of the hazards and safety precautions of the mechanical trades and work with toxic substances.
- Knowledge of the principles, practices, and safety precautions of welding.
- Skill in the operation of a dump truck, crane truck, vac truck, and sewer cleaning equipment.
- Skill in the use and care of hand and power tools.
- Ability to work from sketches, specifications, and brief oral instructions.
- Ability to establish and maintain effective working relationships with superiors and fellow employees.
- Ability to diagnose operating anomalies and effect necessary repair.
- Ability to maintain and compile work records.
- Ability to establish and maintain effective and professional relationships with work colleagues, supervisors, managers, and the public.

**EDUCATION and EXPERIENCE:**

- High School diploma or GED required.
- One (1) experience in mechanical maintenance and repair
- **Preferred:** Trade school plus three (3) years of experience in mechanical maintenance and repair

**PHYSICAL DEMANDS:**

The work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light to heavy objects, climb ladders, and use tools or equipment requiring a high degree of dexterity.

**SPECIAL REQUIREMENTS:**

- Must be willing and able to work overtime as necessary to maintain required plant operations.
- This position is a Disaster essential position, and will be required to report for work when a declaration of emergency has been declared in Highlands County.

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Employment Applications for the City of Avon Park must be filled out in entirety.

Applications are located at:  
<https://www.avonpark.city/jobs>

The City of Avon Park is an Equal Opportunity Employer.  
All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

[Preference will be given to preference-eligible veterans in accordance with applicable law.](#)