

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Doug Van Horn
Work Phone: 266-4702
2. Class Title (i.e. payroll title):
Maintenance Mechanic 2
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Chuck Engelhart
Work Phone: 266-4702
5. Department, Division & Section:
Water Utility
Maintenance Division
6. Work Address:
110 S Paterson St
Madison WI 53703
7. Hours/Week: 40hrs/week
Start time: 7:30am End time: 3:30pm
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible skilled level work in the maintenance, repair and installation of Water Utility facilities and equipment. Work involves planning, scheduling, directing, completing and evaluating installation and repairs done by maintenance staff or outside contractors. Work involves functioning as a lead worker and directing subordinate maintenance employees as may be assigned. Assignments are received from the Water Utilities Maintenance Supervisor and performed under limited supervision.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 30% A. Troubleshoot, diagnose, and maintain pumping equipment
1. Perform work on Deep well pumps, booster pumps, and Valves (including pneumatic, electric, and manual).
 2. Troubleshoot and diagnose problems with pumps and valves.

3. Coordinate repairs to pumps and valves, either repairing directly or through other staff/contractors.
4. Ensure repairs are performed correctly and that problems are fixed.
5. Install flow meters.
6. Engage in Line shaft straightening and checking
7. Engage in regular preventative maintenance of pumps, valves, flow meters, and other related equipment.

25% B. Troubleshoot, diagnose, and maintain water treatment equipment

1. Troubleshoot and repair chlorinator systems
2. Install chlorinators and chemical pump equipment
3. Install and maintain chlorine analyzers
4. Install and maintain chemical scales
5. Perform regular preventative maintenance on water treatment equipment.
6. Oversee the work of contractors and other staff on water treatment equipment.
7. Troubleshoot, diagnose and coordinate repairs to water treatment equipment.

25% C. Maintain Water Utility Facilities

1. Repair and maintain HVAC systems.
2. Install and repair plumbing.
3. Repair roofs as required.
4. Repair and replace Windows & Doors
5. Engage in Tuck pointing & Caulking of buildings

10% D. Maintain reservoirs

1. Clean reservoirs
2. Repair roofs.
3. Sanitize interior of reservoir
4. Hatch cover security
5. Engage in confined space entry procedures as required.

10% E. Miscellaneous projects

1. Borehole/well rehab
2. Install new equipment such as chemical systems, air handling units etc
3. Rehab well pumping equipment
4. Oversee the work of lower-level staff and contractors as required.
5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of mechanical, electrical and maintenance repair work. Thorough knowledge of construction and operation of mechanical equipment. Thorough knowledge of carpentry and the tools associated with it. Working knowledge of occupational hazards and safety precautions. Ability to lay out and plan work and direct skilled, semi-skilled and unskilled helpers. Ability to interpret and work from blueprints. Ability to keep records (computerized and paper) and make reports. The skilled use of standard tools and equipment. Ability to troubleshoot and repair HVAC equipment, pumps, booster stations and other equipment. Ability to install and repair door lock sets and associated hardware (door closers, panic bars etc.) Ability to perform heavy manual labor in conjunction with maintenance activities. Ability to operate vehicles and equipment utilized by the Maintenance Division of the Water Utility, micrometers, saws, drills and related carpentry tools, Multi meter, vacuum pump and gauges, torches and plumbing tools for installation of piping, faucet repair and drain cleaning etc. Ability to operate and use confined space entry equipment. Ability to operate a laptop/computer and computerized control systems. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Valid Driver's License

15. Physical requirements:

Ability to lift 25 lbs. repeatedly; 50-75 lbs. frequently; and heavier objects occasionally. Ability to engage in strenuous activity consistent with the trade involved (including bending, twisting, stooping, climbing ladders etc.) Ability to perform work in confined spaces. Ability to work at height, upwards of 100 feet, on the utilities' facilities, spheres and reservoirs. Ability to work outdoors in adverse weather conditions.

16. Supervision received (level and type):

General Supervision and oversight

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.