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Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland

Excellent Employment Opportunity

PLANT MAINTENANCE TECHNICIAN II

Utility Department

The City of Cayce currently has a position available as a Plant Maintenance Technician II. The class is responsible for performing journeyman-level work in the inspection, maintenance and repair of the City's water and wastewater treatment plants and related equipment and facilities, and to perform other skilled and semi-skilled work as required. The class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

Preferred requirements include a high school diploma or equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in mechanical, electrical and/or instrumentation maintenance and repair, or a closely related field. Requires four to five years of related experience and Journeyman electrical, mechanical or instrumentation certification. Requires proficient reading of electrical and electronic drawings and schematics.

Excellent benefits package that includes State Retirement and paid health insurance. Competitive salary level will be dependent of experience and training. Applications are available on the city website: www.caycesc.gov. **A valid SC Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required. EOE**



Job Title:	Plant Maintenance Technician II	Department/Loc:	Water and Wastewater Plants, Utilities Dept.
FLSA Classification:	Non-Exempt	Date Drafted:	October, 2011
Reports To:	Superintendent of Treatment Facilities		

Position Summary

The purpose of the class is to perform journeyman-level work in the inspection, maintenance and repair of the City’s water and wastewater treatment plants and related equipment and facilities, and to perform other skilled and semi-skilled work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Inspects, maintains and repairs equipment and systems associated with the City’s water and wastewater treatment plants, lift stations and water distribution system booster pump station and storage tanks.
- Performs preventive maintenance on mechanical, electrical, electronic, hydraulic and pneumatic plant equipment as scheduled; maintains related records.
- Inspects, troubleshoots and repairs equipment.
- Assists with construction and installation projects as assigned.
- Performs general building and grounds maintenance and repair work as required.
- Maintains adequate inventory of needed parts and components; obtains competitive price quotes from vendors and prepares purchase requisitions for supplies, parts, materials, tools and equipment as needed.
- Prepares and maintains accurate work records.
- Performs all duties in accordance with applicable policies, procedures, regulations and standards of quality and safety.
- Receives and responds to inquiries, concerns, complaints and requests for assistance from customers and the general public regarding areas of responsibility.
- Attends meetings, training, etc., as appropriate to enhance job knowledge and skills.

Position Responsibilities- Non-Essential/Other

- Other duties as assigned

Essential Skills and Experience

- Experience with computer programs (word, excel, pdf, plc, p&id)
- Requires speaking or signaling to people to convey or exchange information of a general and technical nature



- Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience such as public utility equipment and systems, heavy equipment and vehicles; may involve installation and testing. Involves operations of limited scope
- Requires performing skilled work involving rules/systems with almost constant problem-solving
- Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes
- Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form
- Requires doing clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure
- Requires high school diploma or GED equivalent or specialized vocational training supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in mechanical, electrical and/or instrumentation maintenance and repair, or a closely related field
- Must possess a valid South Carolina driver’s license
- Must possess a Journeyman electrical, mechanical or instrumentation certification
- Requires four to five years of related experience

Beneficial Skills and Experience

- Greater than 5 years of related experience
- Proficient in reading electrical and electronic drawings and schematics preferred
- Experience with preventative/predictive maintenance programs is preferred

Mental & Physical Demands - ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |



Pushing and Pulling Requirements

- 12 pounds or less Frequently
- 13 to 25 pounds Frequently
- 26 to 40 pounds Frequently
- 41 to 100 pounds Frequently
- > than 100 pounds Occasionally

Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibrations, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals and confined spaces.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking ability, color perception, texture perception and odor perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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