

**Job Title:** Electro-Mechanical Technician  
**SCA Equivalent:** 23580 Utility Worker  
**Effective Date:** January 1, 2012  
**Latest Revision:** January 1, 2019  
**AIP Target:** 10% of Base Earnings  
**Profit Centers:** 204, 208, 209, 211

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**Primary Accountability** - Responsible for mechanical and electrical repair and maintenance on wastewater treatment plants, pump stations, commercial/domestic water systems, collection systems and related equipment.

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### **Description of Primary Responsibilities**

- 1) Responsible for the troubleshooting, maintenance and repair of plant and pump station equipment and operational systems, as well as collection systems and equipment:
  - a) Troubleshoots and repairs inoperable or malfunctioning equipment,
  - b) Tests emergency generators and stand-by equipment,
  - c) Reads and calibrates meters, sensors, gauges, etc.,
  - d) Performs infra-red temperature testing,
  - e) Checks pump and motor alignments,
  - f) Completes work order forms at completion of a call-out and submits to lead/manager on a timely basis,
  - g) Serves as the primary troubleshooter and repair person on major projects,
  - h) Services and performs minor repairs to vehicles, machinery, pump trucks and boom trucks,
  - i) Performs vehicle inspections and maintains vehicle logs per DOT Regulations,
- 2) Responsible for the efficient electrical and mechanical operations of water and wastewater facilities:
  - a) Conducts inspections on plant and pump station mechanical equipment,
  - b) Lubricates equipment, changes oil and filters, and makes running repairs and adjustments to machinery and equipment,
  - c) Participates in the installation, overhaul and repair of treatment and pumping plant equipment,
  - d) Performs meter readings as required,
- 3) Serves as an advisor to other staff members on electrical and mechanical issues:
  - a) Assists with the maintenance of equipment repair/replacement,
  - b) Provides telephone response to treatment and collection systems operators for troubleshooting prior to onsite response,
  - c) Responds to after-hours emergencies related to mechanical/electrical problems,

### **Description of Primary Attributes**

#### **General Development:**

- 1) Possesses basic organizational skills, typically to organize own work.
- 2) Has the ability to work independently and as part of a team.
- 3) Considers the impact of work product on other employees in the work process.
- 4) Consistently follows appropriate safety rules and practices.
- 5) Manages own duties and responsibilities on a fixed schedule without the need for direction or assistance when prioritization is required.
- 6) Is able to effectively select from alternatives to situations encountered on the job.

**Professional & Technical Knowledge:**

- 1) Possesses general work-related skills at a level consistent with completion of a high school program, including written and verbal communication skills, computational and computer skills, and mathematical knowledge.
- 2) Possesses basic knowledge of practices and procedures used in the operation and maintenance of water and wastewater treatment and pumping plant equipment.
- 3) Possesses knowledge of servicing requirements of moving machinery, electrical pumping units and auxiliary equipment.

**Technical Skills:**

- 1) Has the ability to use basic mechanic hand and power tools, interpret meters and gauges, read basic blueprints and electrical schematics, and pipe fitting and plumbing principles.
- 2) Possesses ability to maintain, repair and service wastewater treatment plant, pump station and commercial/residential waste collection equipment and machinery.
- 3) Possesses ability to maintain and repair electrical equipment (except high voltage), including fuses, switches, panels and other electrical devices.
- 4) Is able to prepare basic correspondence and simple reports in Microsoft Word and Excel.

**Licenses & Certifications:**

- 1) Possesses a valid Hawaii Driver's License with CDL-B, tanker endorsement, air brakes, and no restrictions.
- 2) Possesses a valid State of Hawaii Department of Transportation medical examination certificate.

**Communications Skills:**

- 1) Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
- 2) Effectively communicates complex and/or technical information to co-workers and others.
- 3) Effectively communicates information in written (including electronic) correspondence.
- 4) Effectively conveys technical information to non-technical audiences.

**Physical Demands:**

- 1) Meets the health and physical condition standards deemed necessary and proper for performance of the duties.
- 2) Exposure to hazardous, filthy and/or obnoxious conditions.
- 3) May also be subject to shift, weekend and holiday work.
- 4) Has the ability to perform heavy lifting (50#) and other manual work under adverse conditions.