



DATE: March 1, 2019

RE: Job Posting – Maintenance Mechanic I

This is to advise that the Sanitary District is seeking a Maintenance Mechanic I. The Maintenance Mechanic I position performs a variety of semi-skilled and skilled tasks in the mechanical maintenance of machinery and equipment; assist higher level mechanical maintenance positions; progressively perform maintenance tasks with increasing skill and independence. Positions in this class perform a broad range of maintenance tasks, are expected to work independently and occasionally provide technical guidance to others in a maintenance crew.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City or at <http://www.mcsan.org/MaintenanceI-packet.pdf>. Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, March 8, 2019.



**SANITARY DISTRICT OF MICHIGAN CITY, INDIANA**  
**APPLICATION FOR EMPLOYMENT**  
 An Equal Opportunity Employer

**We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.**

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Maintenance Mechanic I Today's Date: \_\_\_\_\_

Are you seeking: Full-Time  Part-Time  Temporary/Seasonal  employment? Start Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes  No   
 If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

Social Security Number (optional) \_\_\_\_\_

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_  
 Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes  No   
 If yes, give details \_\_\_\_\_  
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes  No   
 If yes, please explain \_\_\_\_\_

For Driving Jobs ONLY: Do you have a valid driver's license? Yes  No   
 Driver's License Number: \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes  No   
 If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). \_\_\_\_\_  
 \_\_\_\_\_

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying: _____			
What machines or equipment can you operate that relate to the job for which you are applying: _____			

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details. _____		
Are you presently employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please Read Each Statement Carefully Before Signing**  
 I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# JOB DESCRIPTION

Dept: WWTP Department



## Position: MAINTENANCE MECHANIC I

Effective: 11-17-10

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### DEFINITION:

Perform a variety of semi-skilled and skilled tasks in the mechanical maintenance of machinery and equipment; assist higher level mechanical maintenance positions; progressively perform maintenance tasks with increasing skill and independence.

This is the journey level class in the Maintenance Mechanic series. Positions in this class perform a broad range of maintenance tasks, are expected to work independently and occasionally provide technical guidance to others in a maintenance crew.

### SUPERVISION RECEIVED & EXERCISED:

- Receives functional and direct supervision from the Assistant Superintendent of Maintenance. In the absence of the Assistant Superintendent of Maintenance, Maintenance Mechanic I may receive general supervision from the Assistant Superintendent of Operations.
- Receives direction from Maintenance Mechanic II position.
- Occasionally exercises technical supervision to others in a maintenance crew.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF MAINTENANCE MECHANIC I:

Duties and responsibilities may include, but are not limited to, the following:

1. Perform maintenance, design, fabrication, adjustment, and repairs on machinery and equipment including pumps, motors, drives, tanks, conveyor systems, boilers, piping systems and compressors.
2. Install and set up new equipment.
3. Diagnose mechanical problems; obtain parts for repairs.
4. Perform preventive maintenance checks and servicing on equipment.
5. Diagnose, repair, and maintain plant rolling stock including portable pumps, welders, tractors, and carts.
6. Perform precision measurements and alignments.
7. Keep maintenance records.
8. Inventory supplies and equipment, set appropriate stock levels and reorder parts.
9. Clean and maintain work area.
10. Maintain any assigned vehicles by keeping clean, checking fluids, and reporting to management any service needs.
11. Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner.
12. Inspect equipment; report any failures or maintenance difficulties to appropriate staff; initiate work order for equipment repairs.
13. Train personnel, as required.
14. Perform related duties as required.

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## Position: MAINTENANCE MECHANIC I

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### CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF ALL WWTP PERSONNEL:

Duties and responsibilities include, but are not limited to, the following:

1. Learn safe work practices; learn and observe all appropriate safety precautions as required by the District.
2. Follow written orders, verbal orders and Standard Operating Procedures to maintain facility compliance with NPDES Permit. This duty includes the responsibility to report overflows, bypasses, and noncompliances to your Supervisor.
3. Communicate clearly and concisely, both orally and in writing.
4. Work variable shifts, overtime, on-call, weekends, and holidays as assigned.
5. Interact positively with the public.

### DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS, AND EDUCATION:

#### General Knowledge:

- Advanced wastewater treatment processes including primary, secondary, tertiary, solids processes, and lift station equipment and operations.
- Operation of the components of a highly automated wastewater treatment facility.
- Equipment and its usage found in the District's wastewater treatment operation.
- Routine cleaning and basic operation of wastewater treatment equipment.
- Routine wastewater sampling and control test procedures.
- Basic principles of mechanics, electronics, and hydraulics.
- Safe working practices pertaining to work within a treatment plant facility.
- Safety hazards and appropriate precautions applicable to work assignments, including the safe handling of hazardous chemicals.

#### Specific Knowledge:

- Methods, practices, materials, tools, and equipment used in repair and maintenance of machinery and equipment.
- Knowledge of approved methods, practices and safety standards relating to maintenance repair and/or construction.
- Acceptable working knowledge/background of mechanical/hydraulic operation and maintenance of pumps, piping system, lubrication, and other similar mechanical equipment.
- Basic familiarity with code requirements, both local and national.
- Ability to perform, or learn, maintain, repair, advanced troubleshooting/diagnostics, calibrate, and operate equipment as noted in Attachment A.
- Knowledge of basic electrical test equipment: voltmeter, ammeter, ohmmeter.
- Knowledge of hand, measuring and power tools.
- Mathematics as required to perform responsibilities of the position.

#### For the position of Maintenance Mechanic I, Ability to:

- Perform routine maintenance on all wastewater treatment plant and lift station equipment.
- Comprehend schematics, wiring diagrams, and blue prints.
- Perform basic troubleshooting and diagnostics for electrical circuits and mechanical equipment.
- Weld and use a cutting torch.

# JOB DESCRIPTION

Dept: WWTP Department



## Position: MAINTENANCE MECHANIC I

Effective: 11-17-10

- Perform general housekeeping and maintain a safe working environment
- Work with minimal supervision and exercise independent judgment.
- Establish and maintain communication with coworkers and supervisors.
- Understand verbal and written instructions; and to document information and maintain records, both written and electronic; use computer
- Be available and willing to participate in off-hour emergency repairs and overtime deemed necessary to repair and return to service critical plant and/or lift station equipment.
- Train and supervise personnel, when required.
- Recognize and report unusual, inefficient, or dangerous operating situations.
- Understand and follow oral and written instructions.

### For all WWTP Staff, Ability to:

- Understand the organization and operation of the District.
- Continuously understand District policies and procedures.
- Deal tactfully and effectively with those encountered in the course of work.
- Work cooperatively with co-workers and all District staff.

### Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

- At least two years acceptable experience in electrical and/or mechanical maintenance, preferably with wastewater treatment experience.

#### Education:

- Equivalent to the completion of the twelfth grade.
- Apprenticeships are beneficial, but not a prerequisite or condition of employment.

### Licenses and Certification:

- Possession of a valid Indiana Driver's License.
- Possession of a Class II Wastewater Treatment Plant Operator's Certification, or higher, is preferred but not a prerequisite to employment.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

#### Physical Movement:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Use telephone, and write or use a keyboard to communicate through written means; communicate via mobile communication device.

Physical Requirements: Employee must occasionally lift up to 50 pounds or more.

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Dept: WWTP Department

**Position: MAINTENANCE MECHANIC I**

Effective: 11-17-10

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Sensual Requirements: Employee should be able to verbally communicate, hear, smell, and have visual ability for close work; distance work and either distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works near moving mechanical parts and in outside weather conditions.