



Job Description

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| Title: Maintenance Technician | Dept: Electric | Class: Non-Exempt |
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SUPERVISION

The Maintenance Technician reports to the Power Plant Manager

ESSENTIAL FUNCTIONS

- The functions listed describe the primary purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to necessity.
 - All assigned duties or tasks are deemed to be part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which case they are deemed to be other (non-essential) functions.
 - Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.
 - In performing functions, duties or tasks, employees are required to know and follow safe work practices, and to be aware of City policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify superiors upon becoming aware of unsafe working conditions.
 - All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable City policies and procedures. In the event of uncertainty or lack of knowledge of City policies and procedures, employees are required to request clarification or explanations from superiors or authorized City representatives.
1. Performs the day to day maintenance and mechanical duties of all electric department facilities and grounds.
 2. Responsible for testing, maintaining, and synchronizing power plant generation engines.
 3. Performs routine vehicle and equipment maintenance.
 4. Responsible for responding during power outages as assigned.
 5. Performs maintenance and inspections of the City's wind turbines.
 6. Responsible for cleaning power plant facilities and keeping all facilities orderly and safe.
 7. Assists with covering the duties of the power plant operator role in the event of an operator absence.
 8. Performs work order activity as assigned.
 9. Maintains good customer relations with citizens and outside contractors in the performance of duties.
 10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
 11. Ability to work overtime to attend to unexpected problems of the department.
 12. Ability to work in the on-call rotation as required.
 13. Other job duties as assigned.

MINIMUM QUALIFICATIONS AT ENTRY

Additional qualifications may be specified and receive preference, depending upon the nature of the position.

Education/Experience:

1. Three years of job-related experience working in the electrical and/or related mechanical field.
2. Graduation from an accredited college and/or trade school in the electric or mechanical field, or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the City. Additional relevant experience may be substituted for education on the basis of one calendar year of experience for one academic year of education.
3. Strongly preferred candidates will possess knowledge of electric generation, supply, transmission, distribution, and metering processes.
4. Possess the ability to become professionally certified in wind turbine access and rescue.
5. Valid Illinois Driver's License with the ability to obtain a CDL within 6 months of employment.

Competencies (as demonstrated through experience, training, and/or testing):

- Working knowledge of electricity and electric applications
- Working knowledge of computer programs and software related to the electrical field
- Working knowledge of pumps, motors, switchgear equipment and diesel engines
- Working knowledge of plumbing (piping, valves, etc.)
- Functional knowledge of welding techniques
- Fundamental knowledge of general industrial safety practices
- Ability to work cooperatively with other City employees and the general public
- Ability to communicate orally in the English language
- Ability to understand and comply with simple English written and oral instructions;
- Work under pressure to meet tight time schedules and deadlines, and handle problems and tasks that come up simultaneously or unexpectedly
- Ability to maintain professional composure when dealing with unusual circumstances
- Strong customer service and service delivery orientation
- Perform other essential and marginal functions as assigned

WORKING CONDITIONS (Physical/Mental Demands)

With or without reasonable accommodation, requires the physical and mental capacity to perform effectively all essential functions. In addition to other demands, the demands of the job include:

- Work frequently requires strenuous physical tasks, including bending, stooping and lifting and carrying items weighing 20-50 pounds

- Remain in a standing position for extended periods of time
- Prolonged operation of moving equipment both riding/walking over rough terrain
- Coordinate the movement of more than one limb simultaneously (example; operating the clutch and accelerator on a 6-yard dump truck)
- Lift arms above shoulder level
- Work outside in a variety of environmental extremes such as heat, cold, rain, and dust
- This classification requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Maintaining composure in dealing with authorities, clients, citizens, occasionally under conditions of urgency and in pressure situations
- Must undergo and meet City standards for background and reference checks, controlled substance testing, and physical exams
- Required ability to handle multiple tasks concurrently
- Handling and being exposed to sensitive and confidential information
- Regular talking and hearing
- Close vision, distance vision, and ability to adjust focus

Position Type/Expected Hours of Work:

This is a full-time position covered under the terms of the collective bargaining agreement between the City of Geneseo and the IBEW.

Residency

The selected candidate must reside within 15 miles of City Hall within six months of employment in the role.

Travel:

Travel is primarily local during the standard work day.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Classification History

Updated 08/05/2020