

**Rivanna Water & Sewer Authority**  
**Mechanic 3**  
**Job Description**

**SUMMARY**

Performs responsible mechanical and electrical repairs and replacement of equipment and systems. Instructs or Assists other Mechanics as needed. Performs the listed duties and related tasks.

Work is performed under the immediate supervision of the Manager, Assistant Manager, Mechanic 4 or other designated person. May serve as a team leader.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs and instructs intermediate level mechanical and electrical repair, replacement and overhaul of Authority equipment and systems;  
 Assists in all aspects of advanced level mechanical and electrical repair and replacement of equipment and systems;  
 Performs preventive maintenance tasks as assigned;  
 Maintains maintenance tools and equipment;  
 Maintains work areas;  
 Cleans assigned vehicle, performs general housekeeping and other building and grounds tasks as assigned; Maintains records and spare parts inventories, completes purchase and work orders and submits tickets promptly; Performs basic plumbing;  
 Performs on-call responsibilities;  
 Performs tasks with a team-oriented attitude;  
 Performs basic carpentry;  
 Performs snow removal duties on an alternate schedule as needed;  
 Ability to read and understand blueprints and line drawings;  
 Performs rigging;  
 Performs basic pump repair;  
 Performs duties in accordance with all local, state and federal laws, rules and guidelines;  
 Performs duties and tasks in an environmental friendly manner following EMS guidelines;  
 Additionally must demonstrate proficiency in at least four of the following:

- Basic welding
- Advanced carpentry
- Troubleshooting intermediate level electrical problems including soldering electrical connections
- Operating the backhoe and other heavy equipment
- Basic PLC programming and instrumentation trouble shooting
- Advanced pump overhaul and repair
- Industrial drive components

Work conduct is professional and maintains effective working relationship with Authority staff and the public;  
 Follows procedures and properly responds to any complaint;  
 Aware of and abides by RWSA personnel policies and practices;  
 Performs job tasks safely and abides by Authority safety regulations;  
 Performs other related duties as necessary and assigned;

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Education and/or experience to equal the successful course work completion or demonstrated proficiencies of the above Essential Duties and Responsibilities with a minimum four years of work experience in a related maintenance field.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure and

safety manuals. Ability to write routine reports and correspondence and to maintain logs. Ability to speak effectively before a small group of employees of organization. Ability to communicate effectively with vendors and the public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and ratio, calculate figures and amounts such as proportions, percentages, area, circumference, diameter and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form such as mechanical blueprints and electrical schematics. Ability to understand technical manuals for repairs and troubleshooting. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Virginia's Driver's License. Must possess a Flagman Certification.

Additional certifications that may be required at some other time based on department needs are:

- Certification in cross-connection and backflow prevention devices
- Gas meter calibration certification
- Trenching and Shoring certification

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate. Ability to work alone or as a team member.

### **SPECIAL REQUIREMENTS**

Must possess a personal or home phone.