JOB POSTING

TO: All Department Heads
FROM: Sean L. Benton, Water System Manager
DATE: September 11, 2020
SUBJECT: Job Opening – Maintenance B

There is one vacant position for Maintenance B that exists within the Water Treatment Division. If a city employee does not fill this position within ten (10) working days of this notification, it will be open to the public on 10/12/2020.

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB
Maintenance B will be under direct supervision of the Water Treatment Plant Superintendent, Maintenance Supervisor, and Maintenance A personnel. Responsible for a wide scope of maintenance related duties.

EXAMPLE OF DUTIES
- Perform maintenance related work on all equipment throughout the Water Treatment Division.
- Work on electric motors, gas motors, pumps, valves, gears, air compressors, pipes, welding, mowing, and painting.
- Treat water in Bayou DeSiard by use of outboard motor and boat.
- Maintenance of buildings.
- Mix and transfer chemicals.
- Clean and wash out water tanks and sedimentation basins.
- On-Call twenty-four (24) hours per day.
- Require working nights, holidays, and weekends.
- Travel out of town as needed for training, education, and conferences.

MINIMUM QUALIFICATIONS
Training and Experience
- Prior maintenance experience required.
- Trained and experience in welding.

Skills, Knowledge, and Abilities
- Knowledgeable in understanding the fundamentals of how mechanical equipment operates.
- Knowledge and mechanical ability to repair pumps, motors, and other equipment used in the water treatment process.
- Ability to work and communicate effectively with fellow employees.
- Ability to accept responsibilities and follow instructions.
- Be mentally alert, responsible and in good physical condition.

LICENSES AND CERTIFICATES
- Possess a valid State of Louisiana Driver’s License.
- High School Diploma or a valid General Equivalent Diploma issued by a State Department of Education.
• Must have a minimum of one (1) year experience in water related field.
• Will be required to pass each level of certification within two years after acquiring the necessary points. Failure to do so is grounds for dismissal.

PROMOTION TRACK to MAINTENANCE A
• At least two years' experience in "B" position.
• Class III Certification in Water Treatment.
• Ability to perform Maintenance A job.
• Decision for promotion is at the discretion of Supervisor and Superintendent.