

MAINTENANCE ENGINEER

Code No: 4-14-188
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for all phases of the operation and maintenance of the mechanic, electrical and instrumentation systems and equipment associated with the treatment plants, remote pumping stations, automated valves and storage facilities. Work requires regular visits to, and inspection of, various areas within the treatment plant and offsite locations. The employee reports directly to, and works under the general supervision of, the Director of Transmission and Water Supply. General supervision is exercised over the Supervisor of Mechanical Maintenance and the Supervisor of Instrumentation Maintenance. Responsible for emergency call-in on a 24 hour/day basis. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Establishes and implements preventative maintenance schedules, repair procedures and priorities;

Evaluates operation of mechanic, electrical and instrumentation equipment and system and makes recommendations as to their use;

Develops specifications for additions and improvements to mechanical, electrical and instrumentation equipment and systems;

Manages PC network including SCADA system;

Acts as project manager for maintenance related projects;

Provides assistance to, and coordinates maintenance activities with, other departments;

Develops quarterly Production Department reports;

Develops and administers Capital Improvement Budget items;

Reviews and/or prepares annual employee evaluation reports;

Prepares and administers the annual Plant Maintenance Section budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of plant and preventative maintenance procedures and techniques; thorough knowledge of the installation, operation, maintenance and repair of mechanical, electrical and instrumentation equipment and systems; thorough knowledge of supervisory practices and techniques; good knowledge of budget preparation; analytical skills; ability to write and interpret specifications; ability to use PC hardware and software; ability to prepare budgets; ability to read and understand complex mechanical, electrical and instrument schematic drawings and written instructions; ability to estimate cost and performance of proposed additions or alterations to mechanical, electrical or instrumentation; ability to establish and maintain effective professional relationships; ability to train and supervise staff; good judgment; honesty; integrity; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Electrical Engineering or Mechanical Engineering, plus six (6) years paid full time experience in installation, maintenance, repair or design of mechanical, electrical or instrumentation systems and equipment at least two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Electrical Engineering or Mechanical Engineering, plus four (4) years paid full time experience in installation, maintenance, repair or design of mechanical, electrical or instrumentation systems and equipment at least two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Possession of a New York State Professional Engineer's license or a Professional Engineer's license issued by a State having reciprocity with New York State Professional Engineering licensure standards and which license was obtained by written examination, at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 8, 1998