



## **NOW HIRING**

### **Maintenance Mechanic I Glenbard Wastewater Authority**

#### **DESCRIPTION:**

The Glenbard Wastewater Authority (“the Authority”) is recruiting for an experienced, full-time Maintenance Mechanic I position. The job duties of the Maintenance Mechanic I include but are not limited to performing a variety of skilled and semi-skilled tasks in preventative maintenance, repair, and replacement related activities of the wastewater treatment facilities and equipment including work on plant machinery, piping systems, buildings, and grounds; and to provide responsive, courteous, and efficient service to the residents of the Villages of Lombard and Glen Ellyn and the general public.

#### **ESSENTIAL FUNCTIONS:**

- Assist the Maintenance Superintendent in the development of Maintenance Division work plans, provide input on appropriate prioritization of assignments; monitor progress or work assignments and implementation of solutions as required.
- Utilize Computerized Maintenance Management System (CMMS) as directed to initiate Preventive and Corrective Maintenance on plant facilities and equipment; help with development of maintenance procedures for plant facilities and equipment; provide updated CMMS records on equipment maintenance and rehabilitation activities.
- Conduct preventive and corrective maintenance including inspection, diagnose and repair of machines, equipment and systems with hand and power tools including: pneumatic, hydraulic, mechanical, safety, electrical, and electronic systems.
- Proactive scheduled equipment refurbishment and replacement to sustain plant operating requirements.
- Perform precision layout and fabrication of various parts for maintenance activities, using varied metals, plastics, wood, etc., using welding, metal working, pipe threading, cutting, and bending tools.
- Installation and repair of all types of pipes, valves, and appurtenances associated with mechanical pipe fitting and plumbing activities using welding, cutting, shearing, bending, straightening, brazing and soldering as required.

- Operation of heavy construction equipment and commercial rated vehicles including: front-end wheel loader, mini-excavator, trencher, semi-tractor trailer combination, 6-wheel dump truck, truck with permanently mounted crane, and/or fork-lift truck.
- Inspect and maintain plant safety equipment including: portable gas detection meters, confined space rescue equipment, self-contained breathing apparatus (SCBA), fire extinguishers, and emergency eyewash stations. Submit safety suggestions. Participate as a member of the Plant Safety Committee on a rotating basis.
- Perform work in “Permit and Non-Permit Required” confined spaces, meet facility safety training requirements, maintain required health and safety certifications according to OSHA and facility safety requirements.
- Comprehend, retain and apply the Authority’s rules, procedure manuals including any pertinent Federal, State, Village and local regulations.
- Provide technical research, recommendations and support for maintenance projects, equipment specification, the acquisition of equipment, and rehabilitation methods.
- Communicate effectively in writing and verbally with outside contractors, vendors, and engineers during construction/implementation and start-up of approved projects.
- Participate on a variety of boards and committees; maintain knowledge of new trends and innovations in maintenance practices and equipment.
- Provide assistance to the Maintenance Superintendent; preparing reports as directed or required; including preparation of the annual budget; and implementing staff training in maintenance practices.
- Ensure that work safety procedures are followed at all work sites.

#### **QUALIFICATION REQUIREMENTS:**

- Applicants must have a high school diploma or equivalent.
- Minimum of six (6) years of responsible wastewater treatment plant or industrial plant maintenance experience and/or demonstrated competence in mechanical, electrical, pneumatic, and hydraulic systems.
- Possess or be able to obtain a Class 4 – IEPA Wastewater Operator Certification within one (1) year of hire.
- Must have a valid driver’s license at the time of application; must obtain a Class A CDL within six (6) months of employment.
- Possess or be able to obtain certification in the use of a respirator and self-contained breathing apparatus (SCBA) within one (1) year.
- Knowledge and application of standard OSHA safety practices for industrial and general industry; interpret MSDS sheets, safety manuals, warning labels and NPDES regulations.
- Demonstrate experience in troubleshooting, preventive and corrective maintenance techniques, mechanical and electrical practices, metal working, welding, lubrication standards, and repairing complex machinery and electro mechanical components.
- Ability to think quickly under routine and emergency situations, exercise good judgement and effectively solve problems, maintain self-control.
- Maintain a professional demeanor and communicate effectively, in writing and verbally, with coworkers, employees, vendors, and the general public.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 100 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Must be able to work in malodorous, nauseating and dangerous work conditions. Must be able to withstand inclement weather such as snow, cold, rain, heat, humidity, sun, etc.

**WORK SCHEDULE:** Monday – Friday, 7:00 am to 3:30 pm. Must also respond to after-hours call-backs and be prepared for and confront emergency conditions as necessary.

**SALARY/BENEFITS:**

The salary range for this position is \$25.61/hr (\$53,269/yr) to \$38.94/hr (\$80,995/yr) DOQ. Position includes full benefits, including participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit retirement pension plan. Starting pay will depend on qualifications and experience. This position is non-exempt under FLSA.

**HOW TO APPLY:**

1. Interested candidates should submit a resume and cover letter [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #07-18-GWA/Maintenance Mechanic I)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug and alcohol screen.

The Authority is accepting applications until **Friday, April 27, 2018 at 5:00 pm**. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE GLENBARD WASTEWATER AUTHORITY IS  
AN EQUAL OPPORTUNITY EMPLOYER**