

City of Buford is seeking a Maintenance Tech **to support our operations.**

JOB DESCRIPTION

Summary of Responsibilities:

- Inspects and performs mechanical, electrical, hydraulic or pneumatic troubleshooting to determine repairs needed regardless of complexity. Dismantles equipment to gain access to and repairs defective parts using hand tools, power tools and precision measuring and testing devices. May fabricate devices and assemblies from steel. Reassembles and tests equipment ensuring safe and efficient operating condition restored.
- Inspects flow meters, gauges, flow ratios, pressures and related controls on instrument panels, computer terminals and programmable logic control units and diagnoses basic operational problems. Takes corrective action per procedure in assigned area. Verifies and reports suspected malfunctions and variances to supervisor.
- Performs facility maintenance and repair and may replace or install damaged glass, windows, doors, partitions, ceiling and floor tile, door locks, carpet, and/or paint.
- Performs preventive maintenance, lubrication and minor adjustments on machines and related equipment which may include pumps, engines, generators, valves, gates, mixers, conveyors, blowers, chemical feed and belt presses. Promptly reports any operational problems with machines or equipment needing warranty or outside work to supervisor.
- Performs manual labor including cleaning equipment, facilities and grounds as required and properly disposes of waste according to safety and environmental policies. Operates vehicles for plant operational purposes.

JOB REQUIREMENTS

- High school or GED with the ability to read, write and comprehend English (operational, process, safety and quality instruction) and be able to carry out verbal and written instructions. Ability to perform basic mathematical calculations. Mechanical aptitude required, with the ability to read, interpret and record data from meters, gauges, scales, panels, computer consoles and other equipment.
- GA Wastewater operator license is preferred. The City will provide the training, so that the candidate can obtain the license.
- At least three years of experience preferred with the ability to comprehend complex specification, blueprints and manuals.
- Must consistently demonstrate the ability to perform all assigned tasks in an organized, accurate and timely manner.

- Must demonstrate ability to efficiently maintain, install and repair any equipment which may include progressive cavity pumps, centrifugal pumps, engines, generators, valves, bearing, seals, gates, mixers, gearboxes, conveyors, blowers, chemical feed, disinfection equipment and belt press.
- Must have the ability to diagnose problems regardless of complexity, troubleshoot mechanical, electro-mechanical, hydraulic or pneumatic equipment and take corrective action within policy and procedure limitations.
- Good verbal and written communication skills are necessary.
- Must demonstrate ability to work in a team environments and willingness to assume additional or new responsibilities readily.
- Must possess a valid driver's license (commercial license is desirable) and a safe driving record.
- Salary range, \$20.00 - \$28.00 per hour, depending on qualifications.