



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
GENERATOR MECHANIC
(WASTEWATER)
PUBLIC WORKS

Human Resources Department
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing routine to complex skilled and technical work in the repair, maintenance and installation of generators and by-pass pumps to ensure alternate power supply is available to City facilities. Reports to the Operations Superintendent.

There are two (2) levels of Generator Mechanic distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Troubleshoots and repairs alternating current electrical systems on generators, automatic transfer switches, generator controls and engine related mechanical failures; and performs routine preventative maintenance, oil and filter changes and inspections on all generator and by-pass pumps.

Maintains inventory of spare parts and initiates procurement of replacement supplies and equipment as necessary; makes cost and material estimates; collects data for preventive maintenance system; maintains activity logs and completes work orders and reports as needed.

Operates assigned service vehicle, multimeters, pressure testers, feeler gauges, power and hammer drills, pipe benders and welding tools.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Electrical - Through knowledge of 12-24 VDC electrical systems and procedures, methods and techniques to design, install, repair and maintain generators, by-pass pumps, starters, pumps, valves, motors and gauges.
- Engines - Knowledge of diesel, gasoline, natural gas, propane driven internal combustion engines.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining tools and related equipment as needed to construct and maintain properties and equipment. Knowledge of laws and regulations governing the operation of equipment and materials.

- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations; anticipates, identifies and evaluates potentially dangerous, unusual or deviating situations.

REQUIRED ABILITIES

- Engine Repair - Ability to utilize a variety of shop tools and equipment to perform routine repair work of equipment.
- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

- **Generator Mechanic I** - Requires a high school diploma and 1-2 years of related experience or an equivalent combination of education and experience.
- **Generator Mechanic II** - Requires a high school diploma and 3-5 years of related experience or an equivalent combination of education and experience. Certification in Internal Combustion Engines and Electro- Mechanical Systems preferred.

ADDITIONAL REQUIREMENTS

Requires satisfactory results from a pre-employment medical evaluation; pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

Requires a valid driver's license with an acceptable driving record.

Must obtain a Commercial Driver's License (CDL) permit prior to employment and complete the practical portion of the CDL test within 60 days of employment.

Must successfully complete the required National Incident Management System (NIMS) Incident Command System Certifications within one year of employment.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Must provide and maintain a full set of hand tools and locking toolbox.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as, temperature and noise extremes, vibrations, machinery, hazardous materials, confined spaces, vibrations traffic hazards, or toxic agents, disease.