CITY OF RICHLAND

CLASSIFICATION TITLE:	JOB #	AFFILIATION:
TREATMENT PLANT MECHANIC I (WATER)	JP-0208	Affiliated (IUOE)
REPORTS TO:	**PAY GRADE:**	**FLSA STATUS:**
WATER OPERATIONS SUPERVISOR	Per CBA	Non-Exempt

GENERAL SUMMARY:

This is the entry level position of the Treatment Plant Mechanic classification. Under the direction of the Water Operations Supervisor or designee, performs routine water system facility and equipment preventative maintenance tasks and duties as assigned. With the guidance of a Treatment Plant Mechanic II, trains in highly skilled work from a variety of crafts toward the construction, maintenance and repair of the City's water plant, wells, pump stations, lift stations and related facilities. Subject to after hours and weekend work as needed. Safely performs all job functions.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In the absence of a Treatment Plant Mechanic II, directs and oversees assigned staff in daily activities.
- Aids a Treatment Plant Mechanic II in planning, scheduling, and performing work required for the maintenance and repair of treatment plants and related facilities.
- Operates, hand and power tools, and other equipment including related computer equipment for repair and maintenance purposes.
- Operates pneumatic, hydraulic and electric or engine driven equipment such as compressors, jack hammers, tapping machines, trash pumps, dump trucks, crew vehicles, backhoes, boom trucks and cranes.
- Maintains equipment history files, and records all preventative maintenance activities.
- Assists a Treatment Plant Mechanic II in evaluating, recommending, ordering and maintaining parts inventories.
- Assists a Treatment Plant Mechanic II in welding, fabricating and repairing tools, parts and other equipment essential to the water systems and treatment plants.

- In the absence of a Treatment Plant Mechanic II, trains assigned employees in the safe operation and application of all assigned equipment and material.
- Assists a Treatment Plant Mechanic II in troubleshooting and repairing mechanical equipment, including, sodium hypochlorite systems, compressors, chemical feed systems, and solution metering equipment.
- Diagnoses pump problems and takes necessary corrective actions.
- Performs general maintenance, plant additions, alternations and changes including plumbing, painting and carpentry.
- Assists a Treatment Plant Mechanic II in purchasing equipment, materials and parts for necessary repairs.
- Under the guidance of the Treatment Plant Mechanic II, maintain, adjust and repair pressure reducing valve stations throughout the water distribution system.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Graphic Information System (GIS), asset management and plant processes software.
- Techniques, procedures and practices associated with the repair and maintenance of equipment typically found in water treatment plants, water wells, water distribution systems and related facilities.
- Treatment plant mechanical equipment and pumps/valves utilized in the water piping systems.
- Proper application of various metering devices to specific flow conditions, and the ability to remove, repair and reinstall meters as needed.
- Installation, removal and repair of centrifugal, positive displacement, line shaft turbine and submersible well pumps.
- Applicable health and safety policy, procedures and practices.

Skills and abilities to:

- Learn, read, interpret, and apply rules, regulations, policies and procedures.
- Safely operate and become certified/proficient in the use of acetylene, tig, wire feed and arc welding equipment.
- Effectively and safely operate hand and power tools.
- Rig equipment and materials for hoisting or moving.
- Learn to read and interpret pump curves, sketches and blueprints.
- Follow oral and written instructions.

- Observe legal and defensive driving practices.
- Follow safety and health regulations.
- Learn to use micrometers to achieve close tolerances needed for pump alignments, repairs and fabrications.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Two (2) year college degree in industrial mechanics or related field or equivalent trade school certificate or apprenticeship program participation.
- Two (2) years' of increasingly responsible experience in the construction, maintenance, and repair of water systems.
- Or an equivalent combination of education, training and experience that will provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license.
- Must obtain Class "A" CDL with tanker endorsement within one (1) year of hire date and maintain throughout employment.
- Must obtain Washington State Distribution Manager I certification within 18 months of hire date.
- Must obtain Washington State Distribution Manager II certification within one (1) year of eligibility to test and maintain throughout employment.
- Must obtain National Commission for the Certification of Crane Operators (NCCCO) "Telescopic Boom Cranes – Fixed Cab Operator" (TSS) certification within eighteen (18) months of hire and maintain through employment.
- Obtain Signal Person and Rigger Certification within eighteen (18) months of hire and maintain through employment.

COMPETENCIES:

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site and checking on construction.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office, shop, and/or on a construction site.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the plant or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, and crawl spaces as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: ***(For Archive)***

Human Resources Director	**Date** 7/1/2026
Department Director	**Date** 7/2/2026
City Manager or Authorized Designee	**Date** 7/6/2026