

CLASS SPECIFICATION FOR  
**Senior Utility Plant Mechanic**

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**GENERAL STATEMENT OF DUTIES:** Supervises Utility Plant Mechanics and Electricians performing operation, maintenance, and inspection of mechanical and electrical equipment in a number of County facilities, including wells, wastewater pumping stations, and water pumping stations; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The Senior Utility Plant Mechanic supervises Utility Plant Mechanics and Electricians in maintaining the safe and efficient operation of machinery, including a variety of large and small motors, pumping equipment (some with computerized controls) and related electrical and mechanical systems. The incumbent performs troubleshooting activities as required and inspects operations at assigned facilities to assure proper functioning is maintained. Work is performed independently under general supervision of a Utility Superintendent.

**EXAMPLES OF WORK** (illustrative only):

- Supervises Utility Plant Mechanics and Electricians;
- Assists in preparing schedules, work guide sheets, time reports for payroll, and other related reports;
- Makes daily reports of activities;
- Coordinates all maintenance requirements which may be performed either by Utility Plant Mechanics and/or Electricians or by outside contractors operating under bid awards;
- Inspects mechanical and electrical systems daily;
- Supervises or performs the maintenance on centrifugal pumps and pump drivelines; the installation and repair of piping, valves, and check valves; the repair of traveling screens, grinders, control gates and related pumping equipment; the troubleshooting of pumping station controls, including relays, motor starters, timers and bubbler systems and their associated wiring; the interpretation of electrical schematics and control ladder diagrams; and the repairing and adding of control and alarm circuits;
- Enters confined areas wearing a self-contained breathing apparatus (SCBA) to determine safety of area and to make or supervise repairs;
- Orders parts as necessary to ensure an orderly maintenance program and to support future operations on the basis of incoming maintenance work orders;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of mechanical and electrical maintenance systems and procedures; extensive knowledge of methods, tools, and materials of the electrical and mechanical trades; ability to supervise maintenance personnel effectively; ability to make decisions and to act on own initiative; ability to follow written and oral instructions; ability to keep records and to make written reports; ability to maintain effective relationships with supervisors and subordinates; ability to work independently; physical condition that permits such activities as heavy lifting, wearing a self contained breathing apparatus, bending, driving and occasional work under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school (preferably with courses and training in mechanical and electrical equipment) and four (4) years of related work experience in large water and/or wastewater facilities; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. Passage of a pre-work physical exam as well as annual physical exams and related medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position. Positions assigned to the wastewater treatment plant must have pre-work and annual physicals to determine fitness to safely use a self-contained breathing apparatus. (For the safe use of an SCBA, no facial hair or contact lenses are permitted, though glasses are acceptable.)