

County of Henrico Job Classification

Water/Wastewater Plant Mechanic Assistant



General Summary of Classification:

Assists Water-Wastewater Plant Mechanics in performing inspections, preventive maintenance, and basic repairs on mechanical, hydraulic, pneumatic, and plumbing systems in County water treatment and wastewater reclamation facilities; learns and applies fundamental maintenance practices under supervision; ensures adherence to safety protocols; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Assists mechanics with routine inspections and preventive maintenance on water and wastewater processing equipment, including pumps, valves, blowers, and chemical feed systems.
- Performs basic tasks such as cleaning, lubricating, and replacing simple components under direct supervision.
- Prepares tools, materials, and work areas for assigned maintenance activities; ensures proper storage and handling of equipment.
- Observes and learns troubleshooting techniques for mechanical and hydraulic systems; reports findings to supervisor.
- Uses basic hand tools and power tools safely; follows instructions for proper tool use and care.
- Maintains accurate records of work performed as directed; assists with data entry in maintenance systems.
- Wears appropriate personal protective equipment (PPE) and adheres to all safety protocols, including confined space and fall protection requirements.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic understanding of mechanical systems and safe use of hand tools; willingness to learn plant operations and maintenance practices; awareness of occupational hazards and safety precautions.
- **Technical:** Ability to follow instructions and learn to read simple schematics; basic math skills for measurements; ability to use standard tools under supervision.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly with supervisors and team members; ability to work cooperatively and maintain positive relationships; demonstrates reliability and accountability.
- **Decision-making and Authority:** Makes routine decisions within established guidelines; seeks guidance for complex tasks; reports issues promptly.
- **Leadership:** Non-supervisory; works under close supervision; demonstrates initiative in learning and completing assigned tasks.

- **Environment:** Works indoors and outdoors in water and wastewater facilities; exposed to varying temperatures, weather conditions, heights, depths, and confined spaces; requires consistent use of PPE.
- **Physical:** Visual and hearing acuity sufficient to assist with inspections and operate tools safely; physical ability for lifting, bending, stooping, and working in confined spaces and elevated areas.

Minimum Education and Experience:

- **Education:** Graduation from high school or GED.
- **Experience:** No prior experience required; mechanical aptitude preferred.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety-sensitive positions.
- Successful completion of all required NIMS courses.
- Possession of a valid driver's license with a safe driving record.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services; positions requiring SCBA use must meet fitness standards (no facial hair or contact lenses; glasses permitted).

Job Code: G.H.L.0002

Date of Last Revision: 23-Feb-2026

This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.