

THE SANITARY BOARD OF THE CITY OF
CHARLESTON, WEST VIRGINIA,
A MUNICIPAL UTILITY

WASTEWATER TREATMENT PLANT MECHANIC FOREMAN

The Sanitary Board of the City of Charleston, West Virginia, a Municipal Utility (CSB), is seeking a Mechanic Foremen for its wastewater treatment plant.

Primary Duties: performs routine and preventative maintenance on all of the plant mechanical equipment (including, among others: process equipment, pumps, motors, drives, compressors, gear boxes/reducers, valves, conveyors, augers, mixers, boilers, piping systems and HVAC equipment); maintains maintenance records on a computer generated work order system; maintains and updates plant operation and maintenance (O&M) manuals; maintains a spare parts inventory; supervising assigned CSB personnel; and performs any and all other duties assigned by CSB management personnel.

Knowledge/Skills: Among others, good mechanical aptitude; demonstrated hands-on skills for the maintenance, repair and replacement of mechanical equipment; mechanical knowledge of wastewater treatment plant equipment, preferred; ability to utilize manufacturer's O&M manuals to troubleshoot, maintain and repair equipment; ability to communicate with equipment manufacturer's staff to troubleshoot, maintain and repair equipment; basic understanding of electricity and electronics; ability to follow a preventative maintenance schedule and maintain computer records; ability to maintain an inventory of critical spare parts; ability to manage CSB staff.

Education: Must have a high school diploma; relevant college experience or trade school training a plus, but not required; and must have a valid Driver's License.

Salary and Benefits: The Sanitary Board offers an excellent compensation package including a competitive wage and access to a full range of excellent benefits including; health, vision, dental and life insurance; the PERS (State) Retirement program and a generous paid-leave (annual and sick leave) program.

Please respond by providing a complete, current resume and a letter of interest. Responses should be addressed to: Charleston Sanitary Board, 208 26th Street, Charleston, WV 25387-1818, Attn: HR Manager. No phone calls please. Equal Opportunity Employer.