

# NEW CASTLE COUNTY GOVERNMENT

Number 1312

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## CLASS SPECIFICATION

Date 08/25/17

Title: MASTER MECHANIC

Approved:  
*Tanessa J. Phillips*

**GENERAL STATEMENT OF DUTIES:** Performs skilled mechanical work in the installation, maintenance and repair of mechanical equipment and specialized machinery used in the New Castle County sewerage system and in building maintenance; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class installs, maintains, inspects, and adjusts all mechanical equipment in sewage pumping plants, treatment plants, and buildings and works on other mechanical equipment related to or needed in the maintenance and operation of sewerage systems. This skilled work involves highly varied, efficient, and competent performance in the mechanical field. Excellent knowledge of machine shop practices and thorough understanding and knowledge of applying special hand and machine tools needed in the maintenance of mechanical equipment is mandatory. Responds to problems in the field, investigates, and when possible, takes actions to correct the problem on the spot. Otherwise makes recommendations for the correction of problems or for improvements of the mechanical operation of plant buildings or equipment. Supervises and/or instructs maintenance and construction workers, trades helpers, apprentices or mechanics as required. This employee provides assistance to the Facilities Maintenance Supervisor in the coordination, quality control and overall management of the work order/asset management system utilized by the Department of Special Services Plant Operations section. This employee is under general supervision, but the employee exercises considerable independent judgment in executing assignments.

### EXAMPLES OF WORK: (Illustrative Only)

- Repairs pumps, valves, electrical, pneumatic, and hydraulic controls and equipment;
- Repairs engines, motors, compressors, meters, gear boxes, and other similar machinery;
- Uses hand, bench, and machine tools, such as micrometers, drills, taps, feeler gauges, drill press, lathe, milling machine, dial indicators, caliper, precision level, and other tools used in mechanical trades work;
- Performs highly skilled work in the machine shop to include models and templates;
- Checks on safe and efficient operation to include maintenance and lubrication schedules of all mechanical equipment;
- Makes independent decisions on minor improvements;
- Ensures the functionality and accuracy of the Plant Operations work order/asset management system for pump station inspections, as well as corrective and preventative maintenance;

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- Provides analysis and recommendation on data derived from the work order/asset management system;
- Keeps clean and orderly place of work and completes required reports;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of practices, methods, tools, and materials used in the mechanical trades; extensive knowledge of machine work; extensive knowledge of measuring systems used in mechanical trades, including fractions and their decimal equivalents, tap and drill sizes, tolerances in bearing service; good knowledge of principles of the operation of pumps, compressors and valves; ability to read and understand mechanical drawings and blueprints; good knowledge of materials and their properties as needed in heat treating, welding, cutting, soldering, machining and forming as necessary; thorough knowledge of occupational hazards connected with general maintenance operations in order to observe, initiate, and enforce appropriate safety measures; ability to understand and carry out difficult oral and written instructions; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective relations with co-workers; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years experience in mechanical maintenance work involving mechanical, electrical, plumbing, machine shop, and installing new equipment, preferably in an industrial plant, and completion of a standard high school course or GED certificate program, supplemented by courses in the mechanical trades; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent.

### HISTORY OF REVISIONS:

Established: 10/11/77  
Revised: 06/30/88  
Revised: 11/02/88  
Revised: 06/12/89  
Revised: 01/02/91  
Revised: 01/01/96  
Revised: 11/01/98  
Revised; 08/25/17