



Richard C. David, Mayor

Job Opening

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM CLERK

\$26.19 - \$30.19 PER HOUR

BINGHAMTON/JOHNSON CITY JOINT SEWAGE TREATMENT PLANT

General employment applications may be obtained at the Binghamton-Johnson City WWTP, 4480 Vestal Road, Vestal, New York 13850 or from the Web-Site at <http://bjcwwtp.org>.

DISTINGUISHING FEATURES OF THE CLASS: The work involves utilizing and maintaining the Plant's Computerized Maintenance Management System (CMMS), in order to schedule and monitor maintenance work, and trace and document Plant assets, inventory, valuation/pricing, and maintenance. Performs support duties for CMMS and other special requests or requirements pertaining to Plant mechanical, process, and instrumentation equipment. Receives and dispatches Service Calls to maintenance personnel. Prepares and provides tracking reports using the CMMS. Assists Supervisors with planning and scheduling projects. Assists the Facilities Engineer in the management of the Work in Progress Report. Orders parts, materials, and supplies as needed. Assists in the tracking of onsite material and parts inventories, as well as the current cost / valuation of same. Drafts purchase order requests for parts/materials/supplies at the direction of management. Assist periodically with [i] collecting information from daily Work Orders for inventory updates, as well as [ii] physical inventory of parts/equipment/supplies. Generates and enhances production of new and existing forms, documents, and graphs. Maintains Work Order files and spreadsheet log to monitor for timely completion. Periodically assists with collecting information from daily Work Orders for status updates and reports. The work is performed under the general supervision of the Facilities Engineer, Head Mechanic, Assistant Superintendent and / or Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Populate / input the CMMS with new equipment data and documentation, including maintenance schedules, spare / replacement parts inventory, and associated cost data;
- Not less frequently than once per year (on a cyclical basis [and not all at once]), validate and update existing inventory and associated cost data;
- Coordinate and collaborate with department supervisors (Mechanical and Electrical) to prioritize and schedule work; assist in the creation of new / updated preventative maintenance (PM) procedures;
- Generate, print, and sort Work Orders and PM Orders for maintenance employees;
- Enter maintenance data into the CMMS such as, time and work accomplished, from employee work tickets and related documentation; update parts inventory based on parts, materials, and supplies used / consumed
- Initiate and / or assist with the procurement of needed repair parts, materials, and supplies in accordance with the Plant's Procurement Policy;
- Create and track non routine/corrective Work Orders to capture equipment down time.
- Enter warranty information into asset profiles to maintain repairs covered by warranty.
- Refers to catalogues, contacts vendors, and uses a variety of sources when researching orders for parts, specialized equipment, and goods;
- Receives and unpacks incoming stock, checking the goods against the purchase orders to make sure they agree, and contacts vendors and arranges for the stock's return if it is not what was ordered;



Richard C. David, Mayor

Job Opening

- Records on an inventory record all stock received listing the item(s) received, the date of receipt, the vendor, invoice number(s), cost data, and any other needed information;
- Assist in keeping shelves, bins, and stock in orderly and clean condition; cleans storage areas as required;
- Record and provide maintenance reports for the use of management; communicate information to management; and
- When time permits, provide assistance to Mechanic's Assistants and Mechanics in the maintenance and repair of Plant equipment and systems;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Must be organized and detail oriented, with the ability to learn quickly and prioritize work tasks;
- Must exhibit practical ability to use CMMS software;
- Must possess general knowledge of terms and equipment used in the wastewater treatment industry;
- Must possess strong written and verbal communication skills;
- Must have the ability to follow oral and written instructions;
- Must be able to work harmoniously as a team member;
- Must be skillful in the use of spreadsheets, database, word processing, and other data collection software, computer interfaces and programs at an acceptable rate of accuracy and speed;
- Must have the ability to utilize a computer to communicate, collect and sort data, and to distribute the data;
- Must have good people skills and the ability to communicate clearly with supervisors and associates; and
- Must be in good physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a High School equivalency diploma; **AND**

- (a) Six months experience in data collection and / or maintenance management; **OR**
(b) One year of experience as a Waste Water Treatment Plant Maintainer, Operator Trainee, Operator, or Mechanic's Assistant; **OR**
(c) One year of experience with industrial mechanical maintenance, including but not limited to industrial pumps, engines, motors, conveyance equipment or plumbing.

SPECIAL REQUIREMENTS: Possession of a Class D motor vehicle operator license issued by the New York State Department of Motor Vehicles with the ability to be covered under the Plant's insurance policy at time of appointment, and maintain the license during the entire length of appointment.

CANDIDATES MUST BE LEGAL RESIDENTS OF ONE OF THE FOLLOWING COUNTIES IN NEW YORK STATE; BROOME, TIOGA, TOMPKINS, CORTLAND, CHENANGO, OTSEGO, OR DELAWARE, OR SUSQUEHANNA, PENNSYLVANIA.

Posted: 12/27/2021

Last Date to File: Open