

JOB DESCRIPTION		
JOB TITLE		Mechanical Fitter
Classification Level		Permanent
Division		Operations
Department		Electrical & Mechanical
Reports to		Team Leader Electrical/Mechanical
Direct Reports		None
Financial Responsibility/delegations		N/A
Key Stakeholders and relationships		Internal: Manager/Team Leader Source Works, Treatment & Plant Maintenance; Electrician; Assistant Electrician; Pump Operator; Field Assistant External: Suppliers; Customers; Stakeholders
Purpose and Scope of the Role		
The primary role of the position is to maintain, repair and service all water and wastewater pumps and ensure that they are efficient in their operation.		
Key Competencies		
<u>Leadership Competencies</u> Accountability: Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules. Customer Service: Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Communications: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience. Team Work/ Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Action Management: Decisiveness: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions. Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks. Problem Solving: Identifies and analysis problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.		
Key Responsibilities		
1. Responsible for the overall management, repair, servicing and maintenance of all water and wastewater pumps. 2. In liaison with Coordinator/Team Leader, prepare Six Monthly and Yearly repair, servicing and maintenance Schedules and undertake day to day planning and management of work activities; 3. Consult with Coordinator/Team Leader on the repair, servicing and maintenance of water and wastewater pumps; 4. Prepare and organise required resources including materials, tools, fuel and lubricants and ensure that they are available at all times; 5. Facilitate purchase and procurement of pump part as and when required; 6. Act as a link between different departments and sections involved in pump repair, servicing and maintenance; 7. In liaison with Manager/Team Leader provide advice and updates on water and wastewater pumps capacity and performance. 8. Update the department on the progress and status of repair, servicing and maintenance of water and wastewater pumps		

9. In consultation with the Manager/Team Leader, liaise with other Departments on the repair and maintenance of faults at the pump stations. 10. Facilitate fault repair and maintenance where and when possible. 11. Undertake daily monitoring and checks on pumps for cavitation and overheat; 12. Responsible for greasing pump motors when necessary and required; 13. Responsible for recording all daily work done on the pumps for follow ups and reference; 14. Carry out six monthly tasks which include checking of alignment of pump and motor; checking and lubricating pump motor bearings (check grease in ball bearings and relubricate when necessary) and servicing of pumps as per manufacture's "Operating and Maintenance Instruction Booklet" but excludes pump dismantling; 15. Undertake yearly and two yearly tasks of dismantling and overhauling pumps and motors by remove rotating elements of the pump and inspect impellor, shaft and casing; checking impellor clearance between volutes; replacing bearings; removal of any deposits of scaling, clean out water seal piping and replacement of gland packing and inspection of lantern ring; 16. Assist with work on any Capital Works relating to water and wastewater pump and genset installations. 17. In consultation with the Coordinator and Team Leader, carry out pump repair, servicing and maintenance at provincial centres. 18. Carry out pump repair, servicing and maintenance as and when required by checking of alignment of pump and motor; checking and lubricating pump motor bearings (check grease in ball bearings and relubricate when necessary) and servicing of pumps as per manufacture's "Operating and Maintenance Instruction Booklet" but excludes pump dismantling; 19. Undertake yearly and two yearly tasks of dismantling and overhauling pumps and motors by remove rotating elements of the pump and inspect impellor, shaft and casing; checking impellor clearance between volutes; replacing bearings; removal of any deposits of scaling, clean out water seal piping and replacement of gland packing and inspection of lantern ring; 20. Prepare and submit reports of pump and wastewater pump breakdowns, repair, servicing and maintenance, performance and other pump and wastewater pump related issues.	
Key Skills	
• Extensive and practical experience in pump repair, servicing and maintenance; • High level of experience and skills in mechanical fitting including pump dismantling and overhaul; • Successful experience in motor pump greasing and other related duties; • Wide experience in fault (both electrical and mechanical) identification; • Knowledge and experience in developing, implementing and managing maintenance schedules; • Experience in report writing and compilation; • The ability and enthusiasm to contribute as a member of team.	
Qualifications or Education	
<u>Essential</u> • Diploma or Certificate in Electrical and Mechanical Fitting, Heavy Plant or an advance training in Electrical and Mechanical Fitting • Minimum of five years work experience as Pump Mechanical Fitter. <u>Desirable</u> • Driver's License • Safety Training	
Prepared by	Leonard Meleibla
Role	HR Manager
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