



## **MAINTENANCE MECHANIC (BASE SHOP MECHANIC)**

The North Shore Water Reclamation District (NSWRD) is seeking qualified applicants for a non-exempt, union full-time position of Base Shop Mechanic in its Mechanical Maintenance Department. The District has three water reclamation facilities in Gurnee, Highland Park and Waukegan in Illinois with administrative offices located in Gurnee, IL. This position will be assigned to one of the water reclamation facilities and then be placed on a rotation among the three water reclamation facilities.

**Job Purpose Statement:** A Base Shop Mechanic performs a variety of skilled tasks in maintaining, overhauling and assembling mechanical equipment and auxiliaries associated with boilers, large diesel engines, pumps, valves, actuators, piping, compressors, barscreens, collectors, clarifiers, centrifuges, conveyors, heat exchangers, emissions control equipment, and other equipment found in a wastewater treatment plant or performs the more difficult and skilled mechanical work.

**Reporting Structure:** Supervisor, Mechanical Maintenance.

### **Essential Job Functions:**

1. Maintain wastewater treatment plant equipment to assure conformance to acceptable standards. This includes preliminary, primary, and secondary wastewater treatment process equipment as well as wastewater solids process equipment, such as sludge thickeners and anaerobic digesters. Also, may be assigned to perform repairs, maintenance and inspection of pumping stations.
2. Review work orders and p.m. schedules, plan daily work activities, and establish job priorities.
3. Inspect and analyze nature of repair required, perform tests and disassemble units, check and replace or repair components such as pumps, clutches, motors, gears, valves and shafts. Reassemble units, align and adjust and check for proper operation.
4. Perform preventive activities as scheduled, oil and lubricate equipment, replace filters and belts, check equipment operation and perform repairs as detected.
5. Maintain part inventory and order parts and supplies as required for repairs and preventive maintenance work within established dollar limits.
6. Set up equipment to machine, modify, weld and fabricate parts.
7. Notify supervisor of obsolete or unsafe equipment and follow through as necessary following established procedures.
8. Install new equipment, build foundations, align, make necessary hydraulic and vacuum connections, and perform final equipment tests.
9. Maintain availability on call on a rotational basis, to work weekends and respond to emergencies.

10. Maintain building, building equipment and grounds, repair HVAC and compressor equipment as necessary, and perform painting and carpentry duties.
11. Maintain and repair facility safety equipment.
12. Prepare and maintain required records and flow charts.
13. Handle, store, transport and use hazardous chemicals/gases in accordance with prescribed procedures.
14. Know basic plant and pump station operating procedures.
15. Use and maintain a variety of hand tools, power tools, electrical testing devices and hoisting equipment.
16. Maintain up-to-date and accurate manuals and reference guides, record and log of operating conditions of equipment and maintenance work performed by entering data on a computer for tracking repairs and maintenance of completed work orders.
17. Provide direction to assisting staff, instructing them in proper work procedures and safety precautions.
18. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

**Physical and Visual Activities:**

Physical and visual activities that are commonly associated<sup>†</sup> with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

**Physical Demands:**

Physical demands commonly associated<sup>†</sup> with the performance of the functions of this job.

Lift up to 1 lb up to 15% of the time, Over 1 lb up to 5 lbs up to 15% of the time, Over 5 lbs up to 25 lbs over 15% and up to 40% of the time, Over 25 lbs up to 60 lbs up to 15% of the time, Over 60 lbs over 40% up to 70% of the time.

**Environmental/Atmospheric Conditions:**

Environmental and atmospheric conditions commonly associated<sup>†</sup> with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Toxic conditions, Dust, Poor ventilation, Usual office environmental conditions.

**Job Qualification Requirements**

**Knowledge:** Basic math, Algebra, Trigonometry, Machinist or tool and die apprenticeship or tech school, drafting or blueprint reading, welding, basic electronics, general building and ground maintenance, good communication skills, ongoing education and new technology. Operation and maintenance of mechanical equipment such as pumps, valves, electric motors, electric motor variable speed control panels, gear reduction drives, chain driven equipment, micro-processor controllers and other related equipment. Fundamentals of machinery alignment.

**Must be able to pass a Base Shop-level mechanical reasoning or aptitude test(s) as required at the time of job bid or application for this position.**

**Experience:** High school diploma or equivalent with vocational/technical training in mechanics or a related field and five years of equipment maintenance experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Seniority shall prevail only where employees possess the skill and ability to perform the work.

**Machines, Tools, Equipment (Office and Industrial), Software:** Hand tools, general, electric and air tools, hoists and fork lift, lathes, mills, drill press, vibration equipment, analyzing equipment, work vehicle, welding and cutting equipment. PAPR/PPE and various safety equipment. Precision measuring instruments. Machine Alignment tools. Pneumatic hammers, vibration meters, temperature analyzer, gas and electric welding equipment, milling machines, lathes, rotary drill press, surface grinders, tachometers, and a wide variety of hand power tools.

**Other:** Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

*This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.*

If you are interested and qualified for this position, please send a resume to [hrrmail@northshorewrd.org](mailto:hrrmail@northshorewrd.org).

The North Shore Water Reclamation District is an Equal Opportunity Employer.

Starting pay for the Base Shop position is currently \$45.20/hour (FY2026). The District offers the following benefits:

- Health and Dental Coverage (including Flexible Spending Accounts for Health Care and Dependent Care)
- Life Insurance Coverage
- Options for Disability Coverage
- Paid Time Off (PTO)
- Holiday Pay
- IMRF Pension and Other Retirement Plans
- Educational Assistance