



Maintenance Specialist I/II/III/IV

The James City Service Authority seeks an individual to perform responsible work in the maintenance, repair and installation of mechanical and electrical systems used within the JCSA's water and wastewater systems, which includes power distribution and generation systems, industrial class pumps and related electrical control systems.

Salary Negotiable depending on qualifications plus [Full-Time County Benefits](#).

There are four levels of Maintenance Specialist distinguished by the level of the work performed and the qualifications of the employee and the requirements of the position being filled.

Classification Title	Salary Range	Salary
Maintenance Specialist I	Grade 11	\$42,734 / yr or higher DOQ
Maintenance Specialist II	Grade 12	\$45,704 / yr or higher DOQ
Maintenance Specialist III	Grade 12	\$47,989 / yr or higher DOQ
Maintenance Specialist IV	Grade 13	\$48,903 / yr or higher DOQ

Responsibilities:

- Performs maintenance, repair, and installation of electrical/mechanical equipment and systems in well and lift station facilities including motors, motor controllers, power distribution systems, SCADA/telemetry, generators, engines, pumps and other associated mechanical systems.
- Serves as an assistant mechanic for JCSA generators, i.e., services, troubleshoots and repairs, which includes repairs to fuel injection systems and governors, oversees fuel system conditions and monitors organics and contaminants; troubleshoots and repairs electrical systems, instrumentation and motor control circuits.
- Troubleshoots, repairs and overhauls industrial class pumps, motors and related mechanical systems, diagnoses problems to determine cause of mechanical equipment failure and then prioritize corrective maintenance actions.
- Performs various electrical construction projects to include installing various types of raceways and the installation of control panels and motor controllers.
- Performs engine control work and various types of automatic bus transfer switching systems.
- Performs repairs on low voltage direct current SCADA/telemetry interface; performs electronic repairs and adjustments to SCADA/telemetry circuit boards.
- Assists other Support Section personnel as needed including after hours on-call duties.

Requirements:

- Any combination of education and experience equivalent to a high school diploma supplemented by vocational, trade school or related training in industrial electrical, mechanical, millwright, pipe fitting and welding work; some experience in related field.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of maintenance and repair of industrial class pumps, motors, and related mechanical systems found in water production and wastewater collection systems, to include pipe fitting, millwright and welding; knowledge of generator prime movers for servicing and repair preferred; knowledge of troubleshooting electrical circuitry, experience using various testing meters, calibrating instrumentation, variable frequency drive installation and programming and or programmable logic controllers is a bonus.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to read and understand technical manuals, blueprints and schematics; listen and understand directions, information and ideas presented verbally and in writing; handle a variety of customer service issues with tact and diplomacy; plan and organize

- daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology.
- Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices.

Position Level	Requirements
Maintenance Specialist I	<ul style="list-style-type: none"> • No additional qualifications required.
Maintenance Specialist II	<ul style="list-style-type: none"> • Completion of Electrical Level One of the New Horizons Center for Apprenticeship Electrical Course or equivalent vocational training and demonstration of Maintenance Specialist II knowledge, skills and abilities (KSAs).
Maintenance Specialist III	<ul style="list-style-type: none"> • Completion of Electrical Level Two of the New Horizons Center for Apprenticeship Electrical Course or equivalent vocational training and demonstration of Maintenance Specialist III knowledge, skills and abilities (KSAs). • Upon completion of Electrical Level Three of the New Horizons Center for Apprenticeship Electrical Course or equivalent vocational training and demonstration of Maintenance Specialist III knowledge, skills and abilities (KSAs), 5% pay increase.
Maintenance Specialist IV	<ul style="list-style-type: none"> • Completion of Electrical Level Four of the New Horizons Center for Apprenticeship Electrical Course or equivalent vocational training and demonstration of Maintenance Specialist IV knowledge, skills and abilities (KSAs).

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a fully completed application is required in order for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>