VALLECITOS WATER DISTRICT

MECHANICAL MAINTENANCE WORKER I/II

DEFINITION

Under general supervision, performs maintenance and repairs on a variety of water/wastewater/reclamation systems, facilities, and equipment; performs related duties as required.

CLASS CHARACTERISTICS

Mechanical Maintenance Worker I is the entry level class in this series. Initially, under close supervision, incumbents learn and perform a variety of duties in the maintenance and repair of water & wastewater pumping systems and related equipment; pressure and flow control facilities, related pipelines, appurtenances and facilities.

Mechanical Maintenance Worker II is the journey level class in this series, with incumbents performing the full range of assigned duties which includes the more difficult and complex maintenance and repair of mechanical equipment required for the continuous operation of water and wastewater pumping stations, pressure and flow control facilities, reclamation facilities, related pipelines, appurtenances and facilities.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Maintains, installs, troubleshoots and repairs water, water reclamation, and wastewater systems, facilities, and equipment, including pumping systems, pressure reducing/sustaining/flow control facilities, valves, cla-vals and related controls; and related pipelines, appurtenances and structures; may perform landscaping and grounds maintenance duties; may perform maintenance and repairs on District buildings and facilities as assigned;
- Locates, tests, operates, repairs, maintains and installs mechanical equipment and components including pumps, motors, valves, and related appurtenances;
- Reads and interprets plans, maps, and prints;
- Maintains, tests, and repairs cathodic protection systems on underground and above ground structures;
- Operates service truck to respond to customer complaints; determines if repair is District responsibility; reports work needed to necessary department;
- Utilizes the CMMS to generate work orders and purchase requisitions; enters applicable data tracking for preventative maintenance and equipment repair;
- Pumps flooded areas; removes and replaces fences, landscaped areas, brick, and concrete areas and other private property affected by easement work;
- Observes safe work methods and safety precautions related to the work; requests and follows traffic control as necessary; uses appropriate safety devices and equipment;
safely operates and maintains a wide variety of hand and power tools related to the work;

- Loads and unloads trucks; cleans up work sites upon completion of job; inspects vehicles and performs minor maintenance; reports needed repairs;
- Estimates and secures tools, materials, and equipment necessary to complete assignments; requests parts and supplies as necessary;
- Prepares, inputs and maintains accurate computerized and written records and reports related to work and maintenance performed
- May work outside of regular work hours as necessary, including weekends and holidays;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Mechanical principles related to the maintenance and repair of pumps, electric motors, gas and diesel engines, valves, and related mechanical equipment and appurtenances;
- Operation, maintenance and repair of cla-vals and related controls;
- Safe operation and maintenance of a wide variety of hand and power tools and equipment common to the work performed;
- Safe work methods and safety regulations pertaining to the work;
- Basic computerized record keeping applications;
- Shop mathematics;
- Principles and practices of cathodic protection.

Ability to:
- Perform a variety of repair and maintenance tasks;
- Work under routine and emergency conditions, sometimes in severe weather;
- Understand and follow instructions and directions;
- Perform a wide variety of physically strenuous tasks;
- Wear half mask respirator when required for painting tasks;
- Enter data into computer system; maintain records;
- Read, interpret, and understand blueprints and construction drawings;
- Operate, maintain, and repair a variety of hand and power tools and equipment including air quality testing equipment;
- Properly place cones, barricades, and warning devices and direct traffic flow at job sites.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and;
- **Mechanical Maintenance Worker I**: one year of mechanical maintenance work experience. Water and/or wastewater coursework is desired.
- **Mechanical Maintenance Worker II**: two years of experience in water pump station, sewer lift station, or treatment plant maintenance equivalent to the District's Mechanical Maintenance Worker I and possession of required certifications specified below.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver's license, and a satisfactory driving record;
- Must be medically approved for all respirators;
- **Mechanical Maintenance Worker I**: possession of a California Water Environment Association (CWEA) Plant Maintenance Technologist Grade I is desirable; possession of State Water Resources Control Board (SWRCB) Water Distribution Grade 1 is desirable.
- **Mechanical Maintenance Worker II**: possession of a California Water Environment Association (CWEA) Plant Maintenance Mechanical Technologist Grade 2 is highly desirable; possession of a SWRCB Water Distribution Grade 2 is highly desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travels in District vehicle; exposed to unusually loud noises. Employee frequently exposed to fumes and odors from wastewater; oil or grease. The employee occasionally: works in confined or cramped positions; works on slippery surfaces; gets part of body and/or clothing wet. Some work done at a height of over 12 feet from the ground. Works in or around areas with minor amounts of dust and infrequent exposure to common allergy-causing agents. Potential electrical shock exposure.
I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature ___________________________ Date __________

Supervisor Signature ___________________________ Date __________

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.