VALLECITOS WATER DISTRICT

PUMP AND MOTOR TECHNICIAN I/II

DEFINITION

Under general supervision, locates, operates, inspects, modifies, maintains, repairs, and installs pumps, electric motors, gas and diesel engines, valves, and related mechanical equipment; assists in the maintenance, repairs and operation of District water, wastewater and reclamation facilities; performs related work as assigned.

CLASS CHARACTERISTICS

Pump and Motor Technician I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the maintenance, repair, and operation of mechanical equipment required for the continuous operation of water and wastewater pumping stations, treatment facilities, and related pipelines and facilities.

Pump and Motor Technician 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, repair, and operation of mechanical equipment required for the continuous operation of water and wastewater pumping stations, treatment facilities, and related pipelines and facilities. This position is distinguished from the Senior Pump & Motor Technician, which serves as a lead worker for Mechanical Maintenance Technicians and Pump & Motor Technicians.

ESSENTIAL FUNCTIONS

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

- Performs troubleshooting, repair, maintenance, installation, and adjustments to a variety of District appurtenances; performs related work including painting and upgrading of District appurtenances;
- Locates, tests, operates, repairs, maintains, and installs mechanical equipment and components including pumps, motors, valves, and related appurtenances; performs cleaning, greasing, and related mechanical work; fabricates, repairs, and installs a wide variety of mechanical equipment;
- May work in underground structures to remove obstructions or make repairs;
- Utilizes the CMMS to generate work orders and purchase requisitions; enters applicable data tracking for preventative maintenance and equipment repair;
- Estimates and secures tools, materials and supplies necessary to complete assignments, requests parts and supplies as necessary; maintains work sites in a clean and orderly condition;
- Operates a variety of equipment, and hand and power tools, as needed to construct, repair, and maintain mechanical equipment and other District properties and facilities;
- Interprets plans, specifications, "as built," and books for work location; reads charts and gauges; maintains records and logs;
• Uses and performs minor maintenance on a variety of hand and power tools; maintains and cares for all equipment and tools used in work;
• May perform duties of Mechanical Maintenance Worker and provide assistance, training, and technical guidance to Mechanical Maintenance Workers as needed;
• Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices;
• Responds to emergencies as necessary;
• 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:
• Equipment, techniques, and procedures involved in the maintenance and repair of potable water pump stations, altitude control valves, pressure reducing/sustaining/flow control valves, water reclamation facility, sewer lift stations, and related facilities and equipment;
• Mechanical principles related to the maintenance and repair of pumps, electric motors, gas and diesel engines, valves, and related mechanical equipment and appurtenances;
• Operation and maintenance of a wide variety of equipment, hand and power tools, and machinery used in the work;
• Water and wastewater system operations; preventive maintenance practices; shop mathematics;
• Telephone and radio communications;
• Safe work conditions; methods and safety practices and precautions pertaining to the work;
• Record keeping practices pertaining to the work.

Ability to:
• Maintain, repair, and replace all types of pumps, electric motors, gas and diesel engines, valves, and related mechanical equipment and appurtenances;
• Perform varied mechanical maintenance and repair work;
• Diagnose problems and determine appropriate action;
• Read, interpret, and work from sketches, books, blueprints, and specifications;
• Perform a variety of manual and semi-skilled tasks related to water and wastewater facilities and appurtenances;
• Keep accurate records and make reports;
• Read plans, as-builds, books, and district maps for locating equipment and appurtenances;
• Determine correct shut down procedures, valve operations, and re-activation procedures;
• Establish and maintain effective working relationships with other employees and those contacted during the work.
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: graduation from high school or equivalent, and;

- **Pump and Motor Technician I:** One year of experience in the operation, repair, and maintenance of pumps, electric motors, and industrial engines in a water or wastewater agency or equivalent. Water and/or wastewater coursework is desired.
- **Pump and Motor Technician II:** Three years of experience in the operation, repair, and maintenance of pumps, electric motors, and industrial engines in a water or wastewater agency or equivalent. Water and/or wastewater coursework is desired.

Licenses, Certificates, and Special Requirements

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- **Pump and Motor Technician I:** Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certificate required; possession of a California Water Environmental Association (CWEA) Plant Maintenance Technologist Grade I certificate is desirable.
- **Pump and Motor Technician II:** Possession of a SWRCB Water Distribution Operator Grade D2 certificate required; possession of a CWEA Mechanical Technologist Grade II certificate 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 grasp and feel; reach with hands and arms; drive; climb or balance; stoop, kneel, crouch, or crawl; and talk and 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 up to 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.