

MAINTENANCE TECHNICIAN

DEFINITION

Under direct supervision, learns to perform both routine and semi-skilled heavy, physical work in the construction, maintenance, mechanical repair and operation of water distribution and wastewater systems and related structures and appurtenances; operates a variety of hand and power tools; performs related work as assigned.

CLASS CHARACTERISTICS

Maintenance Technician is the entry level in the maintenance mechanic class series and is characterized by the performance of tasks of limited scope, involving practical application of established procedures and policies. Maintenance Technicians are normally trainee positions with the incumbents advancing to Maintenance Mechanic as the difficulty and complexity of their duties increase and when they have received cross training in a variety of mechanical repair and operation of water distribution and wastewater system assignments. The progression on a Maintenance Technician to a Maintenance Mechanic requires an evaluation of employee skill and performance levels by management.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Learns and assist in installing, maintaining and repairing water distribution and wastewater systems, including pipelines, taps, laterals, valves, meter services, fire hydrants and related appurtenances and treatment plant equipment. (a b c d e g i j k l m n o p)

Performs construction and maintenance work on District buildings and facilities as assigned including concrete work, plumbing, roofing, framing and drywall. (a b c d e g i j k l m n o p)

Learns and assists in repairing, rebuilding and installing sewage pumps, natural gas engines, a variety of electric and gas driven air compressors, handling units and associated equipment; performs routine preventative maintenance. (a b c d e g h i j k l m n o p)

Excavates and shores trenches; backfills cuts, patches, repairs and resurfaces streets; cleans up work sites; installs, raises, lowers and grades valve cans. (a b c d e g i j k l m n o p)

Learns and assists in servicing and maintaining pump stations, valves, chemical feed equipment, telemetry systems, cathodic protection systems and related equipment; performs routine repair work as assigned. (a b c d e g i j k l m n o p)

Paints and applies protective coatings to water distribution and wastewater facilities including pumps, pipings, valves, fire hydrants, and walls. (a b c d e g i j l m o p q s)

Learns and assists in operating and maintaining valves, regulators, chemical feed and pumping stations, reservoirs and related equipment and facilities; monitors gauges and telemetry, and records readings. (a b c d e g h i j k l m n o p)

Learns and assists in repairing and maintaining sewer collection and treatment plant systems, mains, laterals, catch basins, manholes, lift stations, pressure lines and related structures; loads and unloads trucks; cleans up work sites upon completion of job; operates and performs routine preventive maintenance on pumps, valves and related lift station and plant equipment; reads and interprets plans, maps and prints. (a b c d e g h i j k l m n o p)

Learns and assists in flushing and clearing collection systems; applies herbicides, foams and other chemicals to deroot, degrease and unstop lines; installs and removes flow meters. (a b c d e f g h i j k l m n o p)

Observes safe work methods and safety practices related to the work; cones and flags work sites to secure from traffic; shores trenches; uses appropriate safety equipment; operates and maintains a wide variety of hand tools related to the work, including spaders, tampers, breaking guns, jackhammers, concrete saws, etc; learns to operate a variety of trucks and equipment; inspects vehicles and performs minor maintenance, reports needed repairs. (All)

Fuels and lubricates vehicles and related equipment such as gas powered and electric carts; operates assigned vehicles on various assignments skillfully and safely; observes safe driving practices; operates and maintains a wide variety of hand and power tools and equipment related to work assignments. (a b c d e g j k l m o p)

Learns and assists in repairing, rebuilding and/or installing equipment at treatment plants and field facilities; works in confined spaces using proper safety equipment; performs routine preventative mechanical and electrical maintenance as assigned. (a b c d e i j l m o)

Maintains fire protection equipment including sprinkler systems, fire alarms and fire extinguisher inspections (a b c d e g i j l m o p).

Performs grounds-keeping functions requiring the use of gas powered equipment such as leaf blowers, flail mowers, string trimmer and tractors. (a b c d e g i j l m o p)

Reads and interprets maps, schematics, plans, blueprints and specifications. (c d i j k o p)

Completes basic records related to work performed; may collect and enter data into computer system. (f j k o p)

Responds to emergency situations during off-hours as required; participates in standby duties at the sole discretion of the District. (All)

REQUISITE ABILITIES

- a. Perform a variety of routine construction, repair and maintenance tasks.
- b. Work under routine and emergency conditions, sometimes in severe weather.
- c. Work efficiently and safely with others.
- d. Understand and follow instructions and directions.
- e. Perform a wide variety of physically strenuous tasks.

- f. Enter data into computer system.
- g. Safely operate heavy construction and repair equipment.
- h. Learn to operate and properly repair valves, fittings and hydrants.
- i. Read, interpret and understand blueprints and construction drawings.
- j. Learn to perform a variety of mechanical repairs.
- k. Maintain records.
- l. Maintain and repair equipment and tools.
- m. Operate and maintain a variety of hand and power tools and equipment.
- n. Properly place cones, barricades and warning devices and direct traffic flow at job sites.
- o. Exercise sound judgment and initiative in the performance of assigned tasks.
- p. Meet the physical requirements established by the District.
- q. Knowledge of proper painting and coating techniques including the preparation of metals, woods, concrete and stucco.
- r. Safely operate a forklift.
- s. Operate and maintain tools and equipment used in painting such as a needle scaler, sand blaster, and paint spray equipment.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and some experience as a laborer in construction, mechanical or maintenance work.

Knowledge and Skill Levels

Working knowledge of the equipment and procedures involved in general construction, repair and maintenance work.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: communicate in person and/or by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; stand for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 100 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of a Class A California driver's license may be required prior to promotion to the next higher level.

Possession of the following certificates within one year of appointment may be required depending on work assignment:

Grade I Water Collection System Technician Certificate from the WPCA.

Grade I Water Treatment Plant Operators License from the California Department of Health Services.

Grade I Distribution Certificate from American Water Works Association.

Grade I Plant Maintenance Certificate from the California Water Environment Association.

Maintenance Technician positions, while working as Maintenance Technicians, will be promoted to Maintenance Mechanic positions after receiving a Certification 1 in Distribution or Treatment and completing six months probation. The promotion will include a 5% salary increase.

Effective January 1, 2007:

Possession of within one year of appointment:

California Department of Health Services Grade 1 Water Distribution Operator certificate.

Maintenance Technician positions while working as Maintenance Technicians, will be promoted to Maintenance Mechanic positions after receiving a California Department of Health Services Grade 1 Water Distribution Operator certification and completing six months probation. The promotion will include a 5% salary increase.