

**MAINTENANCE MECHANIC  
SENIOR MAINTENANCE MECHANIC**

DEFINITION

Under general supervision, performs both routine and 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 Mechanic is the working class level in this series and initially is under close supervision. Incumbents learn and perform a variety of duties in the construction, maintenance, mechanical repair and operation of water distribution and wastewater system. Positions in this class may work under the direction of a Senior Maintenance Mechanic and are expected to handle most assignments without detailed instructions as to specific procedures to be followed. This position may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher class level.

Senior Maintenance Mechanic is the lead level class in this series with incumbents performing the full range of maintenance, mechanical and operation duties. Positions in this class may also be expected to assist in the supervision and training of less experienced personnel.

ESSENTIAL FUNCTIONS

The following is a non-exclusive list of 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.

Installs, maintains and repairs water distribution and sewer systems, including pipelines, taps, laterals, valves, meter services, fire hydrants and related appurtenances and treatment plant equipment; performs construction and maintenance work on District buildings and facilities as assigned. (a b c d e g h i j k l m n o p)

Repairs, rebuilds and installs sewage pumps, natural gas engines, a variety of electric and gas driven air compressors, handling units and associated equipment; performs preventative maintenance and operates generators; retrofits new pumps to existing pump and lift stations; removes and installs domestic turbine pumps. (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)

Services and maintains pump stations, check valves, chemical feed equipment, telemetry systems, cathodic protection systems and related equipment; performs repair work as assigned. (a b c d e g h i j k l m n o p)

Operates and maintains valves, regulators, chemical feed and pumping stations, reservoirs and related equipment and facilities; monitors gauges and telemetry, adjusts equipment as necessary logs and records readings. (a b c d e g h i j k l m n o p)

Repairs and maintains 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 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)

Flushes and clears collection systems; operates hydrovactor, hand jet and rodder to clear lines; 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)

Operates service truck to respond to customer requests; determines source of problem; clears lines or reports work needed; advises customer if problem is not the District's responsibility; pumps flooded areas. (a b c d e 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, operates pipe location and gas detection equipment; 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; operates a variety of trucks and equipment, including small backhoes, hydrovators, jet and machine rodders, dump trucks, etc; inspects vehicles and performs minor maintenance, reports needed repairs. (All)

Fuels and lubricates vehicles and related equipment; operates assigned vehicles 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)

Estimates and secures tools, materials and equipment necessary to complete assignments, orders parts and supplies as necessary.(a b c d h j k o p)

Repairs, rebuilds and/or installs all equipment at treatment plant and field facilities; works in confined spaces using proper safety equipment; performs preventative mechanical and electrical maintenance as assigned. (a b c d e i l m o)

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)

May train and direct the work of others; may act in a lead capacity on specific jobs. (All)

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

Responds to customer calls, troubleshoots problems related to water pressure, quality, flow, plumbing, billing, sewer lateral connections, sewer back ups, and other general customer service concerns. (All)

## REQUISITE ABILITIES

- a. Perform a variety of 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. Operate and properly repair valves, fittings and hydrants.
- i. Read, interpret and understand blueprints and construction drawings.
- j. Assist in training personnel.
- 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 independent judgment and initiative without close supervision.
- p. Meet the physical requirements established by the District.

### 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

Maintenance Mechanic: Equivalent to graduation from high school and one year of work experience as a laborer in construction, mechanical or maintenance work.

Senior Maintenance Mechanic: In addition to the above, two years experience in the construction, mechanical and maintenance of water distribution and wastewater collection systems at a level equivalent to the Maintenance Mechanic class. Class A driver's license is desirable.

#### Knowledge and Skill Levels

Maintenance Mechanic: Working knowledge of the equipment and procedures involved in the installation, maintenance, operation, and repair of water distribution and wastewater systems; related laws, ordinances, rules, regulations, policies, and procedures.

Senior Maintenance Mechanic: Considerable knowledge of the equipment and procedures involved in the installation, maintenance, operation and repair of water distribution and wastewater systems; related laws, ordinances, rules, regulations, policies, and procedures. Working knowledge of the principles of employee training and supervision.

#### Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: communicate in person, in writing 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 requires for some assignments.

Possession of the following certificates depending on work assignment:

Grade I or II Water Collection System Technician Certificate from the WPCA.

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

Grade I or II Distribution Certificate from American Water Works Association.

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

Effective January 1, 2007:

Maintenance Mechanic: California Department of Health Services Distribution Operator Grade 1

Senior Maintenance Mechanic: California Department of Health Services Distribution Operator Grade 3  
Or: California Department of Health Services Distribution Operator Grade 2 and additional level 1 certifications depending upon assignment (collections, etc.)