

Maintenance Mechanic

Senior Maintenance Mechanic

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision (Maintenance Mechanic) or direction (Senior Maintenance Mechanic) of the Wastewater Plant Supervisor, performs minor and major repairs and maintenance at the water and wastewater treatment facilities, lift, and pumping stations; performs a variety of routine to complex preventative and corrective maintenance on a wide variety of pumps, engines, and other equipment related to water and wastewater treatment facilities, lift, and pumping stations; operates and maintains a variety of hand and power tools and equipment; and maintains a variety of records.

IDENTIFYING CHARACTERISTICS

Maintenance Mechanic

This is the journey level class in the Maintenance Mechanic series. Incumbents in this class perform journey-level duties associated with maintenance and repair of the City's water and wastewater treatment plants, lifting, and pumping stations. Positions assigned to this class are expected to perform the full range of duties as assigned, working independently, applying program knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Maintenance Mechanic in that the latter performs the most complex duties associated with maintenance and repair of the City's water and wastewater treatment plants, lifting, and pumping stations. Advancement to the Senior level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Senior Maintenance Mechanic - This is the advanced journey level class in the Maintenance Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing the more technical work of the unit and providing administrative support to the assigned unit. Senior Maintenance Mechanics differ from the Maintenance Mechanic by having greater responsibility, autonomy, and discretion in planning and completing a wide variety of activities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Mechanic level, or when filled from the outside, have prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs routine to complex mechanical work in the maintenance, repair, overhauling, and/or rebuilding of equipment, components, pumps, valves, electrical motors, and engines

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associated with and used in water and wastewater treatment plants, lifting, and pumping stations.

2. Performs routine to complex preventative mechanical maintenance by inspecting and cleaning equipment, changing out lubricating fluids, repacking bearings, adjusting and replacing belts, gear boxes, pistons, filters, valves, gaskets, and other related parts.
3. Performs routine to complex corrective mechanical maintenance by troubleshooting cause of malfunction using visual inspection and precision measuring and testing instruments and replacing or repairing broken parts such as gauges, gaskets, plugs, coils, wires, bearings, valves, pistons, rings, crankshafts, and pumps.
4. Rebuilds a wide variety of equipment by disassembling, cleaning, and repairing mechanical malfunctions; reassembles and tests equipment to ensure that it is in proper working condition.
5. Responds to plant emergencies and problems as required; makes emergency field repairs; responds to after hour emergencies when called upon to do so.
6. Operates and maintains a variety of hand tools, power tools, pneumatic tools, and other equipment in the performance of assigned mechanical duties.
7. Maintains a variety of records on operations and activities; maintains preventative maintenance records and schedules.
8. Ensures and adheres to safe work practices and procedures.
9. Participates in special projects as assigned.
10. Assists with other maintenance functions within the City as assigned.
11. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of water and wastewater treatment facilities, lift, and pumping stations.
2. Methods, techniques, tools, equipment, and materials used in the maintenance and repair of large pumps and motors utilized in water and wastewater operations.
3. Electrical theory related to the repair of pumps, motors, and related equipment.
4. Methods and techniques of performing diagnostic troubleshooting services.
5. Operating and maintaining a variety of hand and power tools and equipment.
6. Principles and practices of record keeping.
7. Occupational hazards and standard safety practices.
8. Pertinent federal, state, and local laws, codes, and regulations.

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Ability to:

1. Perform a variety of routine to complex repair, maintenance, servicing, and cleaning tasks involving pumps, motors, and valves.
2. Troubleshoot, repair, and maintain a variety of routine to complex mechanical equipment in the treatment plant.
3. Accurately diagnose mechanical repair needs.
4. Perform routine to complex preventative and corrective maintenance on assigned equipment.
5. Operate a variety of maintenance and repair equipment in a safe and effective manner.
6. Tests, make repair to, and perform preventive maintenance on motors, pumps, valves and other equipment used in wastewater system.
7. Read and understand technical manuals, blueprints, shop drawings, and sketches.
8. Perform heavy manual labor.
9. Perform assigned work in accordance with appropriate safety practices and regulations
10. Maintain a variety of repair records.
11. Work independently in the absence of supervision.
12. Perform a variety of semiskilled electrical maintenance work.
13. Follow safe work practices.
14. Understand and carry out oral and written directions.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

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Two years experience in the repair and maintenance of mechanical and electrical equipment such as pumps, motors, valves, and engines.

Senior Maintenance Mechanic

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years experience in the repair and maintenance of mechanical and electrical equipment such as pumps, motors, valves, and engines at a level comparable to a Maintenance Mechanic with the City of Placerville.

License or Certificate:

Possession of, or ability to obtain, an appropriate driver's license.

Possession of the California Water Environment Association (CWEA) Laboratory Analyst Grade II certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established: Date
Date Revised: June, 2004
Johnson & Associates