

## MAINTENANCE MECHANIC I

### DEFINITION:

Under direct or general supervision; inspects, cleans, maintains, constructs, and repairs the District's conveyance systems, water treatment plant, and equipment. The Maintenance Mechanic I performs maintenance of machinery and equipment, various skilled design, installation, and repair tasks; and other duties as assigned.

### EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete, exhaustive listing of all of the duties and responsibilities of the Maintenance Mechanic I classification:

#### **Maintenance Mechanic Duties:**

- Troubleshoots, repairs, and maintains various fleet, water treatment, pumping, and regulating equipment, including electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, and pressure and flow regulators.
- Perform maintenance, fabrication, adjustments, lubrication, and repairs of electro-mechanical and mechanical equipment at the District.
- Welds, fabricates, and assemble parts and equipment.
- Perform a variety of skilled heavy labor.
- Perform maintenance and alterations on District buildings and facilities.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, customers, and the public.
- Respond to emergency calls and perform emergency repairs.
- Design, install, and maintain various process piping systems using standard materials.
- Perform a variety of fabricating and design duties related to water treatment plant and conveyance systems construction, maintenance, and repair.
- Uses electronic diagnostic instrumentation and test equipment.
- Inspects automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair; takes equipment out of service if there is a safety and/or drivability issue.
- Perform confined space entry and voluntary rescue operations.

#### **Typical Physical Activities:**

- Operate District vehicles and equipment in fulfillment of duties.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.
- Stoops, kneels, crouches, crawls and climbs during field maintenance and repair work.
- Works in an environment exposed to dust, dirt, poor air quality, and significant temperature changes between cold and heat.
- Must be capable of working safely in confined spaces.

- Communicates verbally with District staff in face-to-face and one-on-one settings and writing when necessary.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and facsimile machines.
- Stand and walk for extended periods.
- Hearing and vision within normal ranges with reasonable accommodations and proper protection.
- Exposure to lubricants, cleaning solutions, and chemicals.

### EMPLOYMENT STANDARDS

To qualify for this position, the passing of a written or oral test may be required. In addition, this position will receive on-the-job training and require employees to improve their skills through continuing education.

#### **Knowledge of:**

- Principles, practices, methods, equipment, tools, and materials used in the maintenance, construction, installation, and repair of buildings, facilities, vehicles, and equipment found in water conveyance and treatment operations, including SCADA systems.
- Basic mechanical and electrical work.
- Gas and diesel engine maintenance and repair.
- Procedures, equipment, materials, and tools used in the operation, maintenance and repair of pneumatic systems, motors, engines, pumps, compressors, disinfection equipment, power generation systems, automobiles, trucks, and other related equipment.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Basic shop arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Confined space entry procedures and related safety equipment.
- The use of a modern CMMS.
- Proper work safety standards.

#### **Ability to:**

- Use and wear of safety equipment, protective gear, and respirators.
- Perform semi-skilled maintenance using various tools, instruments, and equipment.
- Perform welding, masonry, carpentry, painting, minor electrical, and plumbing duties to District buildings and facilities.
- Understand and carry out oral and written directions.
- Operate, inspect, diagnose, and/or repair District vehicles and equipment.
- Inspect, diagnose, repair, and/or rebuild pumps, engines, valves, and related equipment.
- Inspect maintenance and repair work performed by others.
- Maintain accurate shop and repair records.
- Inspect heavy construction equipment, trucks, and other power-driven equipment.

- Repair and maintain hydraulic and pneumatic systems.
- Read plans and diagrams, and interpret repair manuals.
- Establish and maintain effective working relationships with other staff and the public.
- Show initiative to perform to one's ability.

## QUALIFICATIONS

The minimum qualifications described on class specifications represent the typical way to obtain the required knowledge, skills, and abilities to perform the job's essential duties. Any combination of education, licensing, and/or experience that has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates for open positions in the class specification:

### **Required License/Certificate/Registration/Experience:**

- Equivalent to graduation from high school.
- Two (2) years of responsible work experience in maintenance and repair work.
- One (1) year of increasingly responsible work experience involving repairs and maintaining gas and diesel-powered equipment or vehicles, industrial equipment, or pumps.
- Possession of a valid Class C Driver's License issued by the California Department of Motor Vehicles may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- Possession of a California Water Environment Association (CWEA) Mechanical Technologist Grade I certification is required within one (1) year of employment.
- Possession of a State Water Resources Control Board Distribution Operator Grade 1 is required within one (1) year of employment.

### **Desirable License/Certificate/Registration/Experience:**

- Possession of a Class A Commercial Driver's License.
- Possession and maintenance of a valid Service Truck Crane and Mobile Crane Operator certification of competency issued by the National Commission for Certification of Crane Operators (NCCCO).
- Possession of a California Water Environment Association (CWEA) Mechanical Technologist Grade II certification.
- Basic knowledge of OSHA/CalOSHA safety regulations

***The specific statements in each section of this job description are not intended to be all-inclusive. Instead, they represent typical elements necessary to perform the job successfully.***