

MAINTENANCE MECHANIC I/II

DEFINITION

Under general or direct supervision of the Maintenance Supervisor; inspects, maintains, constructs, and repairs the District's conveyance systems, water treatment plant, and equipment. In addition, performs heavy construction, minor and major repairs to gasoline and/or diesel-powered automotive, other combustion equipment, machinery, pumps, structures, and appurtenances; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic I is the entry-level class in the Maintenance Mechanic series. Positions in this class typically have some related work experience but no certifications or mastery of job duties. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. This classification may work independently or work as part of a crew.

Maintenance Mechanic II is the journey level class in the Maintenance Mechanic series. It is distinguished from the Maintenance Mechanic I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating policies and procedures. This classification may work as part of a crew, work independently, or be assigned as a lead worker when needed.

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 classification:

Maintenance Mechanic Duties:

- Inspects, cleans, repairs, constructs, and maintains the District's conveyance systems and water treatment plant facilities, including recharge basins, ditches, canals, creeks, rivers, drains, pipelines, and related facilities, structures, and appurtenances.
- Troubleshoots, repairs, and maintains various equipment, including electric motors, engines, pumps, air compressors, emergency power generation systems, pressure and flow regulators, vehicles, and equipment.
- Perform preventative maintenance, adjustments, lubrication, on electro-mechanical and mechanical equipment.
- Welds, fabricates, and assemble parts and equipment.
- Perform a variety of general and skilled heavy labor.
- Perform maintenance and alterations on District buildings and facilities, including administrative offices and water treatment plant.
- Operate small and heavy construction equipment.
- Designs, installs, and maintains various process piping systems.
- Performs masonry, carpentry, minor electrical, and plumbing work.

- Uses test equipment, including electronic diagnostic instrumentation, vibration analysis, shaft alignment tools, and services, adjusts and tunes various equipment; interprets operating data to complete adjustments.
- 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.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, customers, and the public.
- Works overtime and responds to emergency calls, as required.
- Regular attendance and adherence to prescribed work schedule.
- Perform confined space entry and voluntary rescue operations.

Typical Physical Activities:

- Must be able to carry, push, pull, reach, and lift up to 50 lbs.
- Stoops kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in environments exposed to cleaning solutions, chemicals, dust, dirt, poor air quality, and significant temperature changes between cold and heat.
- Must be capable of working safely in confined spaces and over water.
- Communicates orally with District staff in face-to-face and one-on-one settings and writing when necessary.
- Regularly uses a telephone and radios for communication.
- Use office equipment such as computers, copiers, and facsimile machines.
- Stand and walks for extended periods.
- Hearing and vision within normal ranges with reasonable accommodations and proper protection.

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:

- Methods, tools, materials, and equipment used in conveyance system construction, maintenance, and repair work.
- Principles, practices, methods, equipment, tools, and materials used in the maintenance, construction, installation, and repair of buildings, facilities, vehicles, and equipment found in water treatment plant operations, including SCADA systems.
- Basic carpentry, plumbing, painting, masonry, 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 safety equipment, protective gear, and respirators.
- Perform semi-skilled maintenance on machinery and electrical equipment using various tools, instruments, and equipment.
- Perform a variety of minor and major electrical installments and repairs.
- Understand and carry out oral and written directions.
- Operate District's vehicles and heavy construction equipment.
- Inspect and diagnose operating problems on pumps, automotive and diesel engines, valves, and related equipment.
- Disassemble pump systems, perform repairs, and reassemble repaired systems.
- Inspect maintenance and repair work performed by others.
- Maintain accurate shop and repair records.
- Inspect heavy construction equipment, trucks, and other power-driven equipment to locate and identify mechanical difficulties.
- Repair and maintain hydraulic and pneumatic systems.
- Read mechanical and electrical diagrams, and interpret repair manuals.
- Establish and maintain effective working relationships with other staff members and the public.
- Show initiative to perform to one's ability.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required License/Certificate/Registration/Experience:

- Education:
Maintenance Mechanic I-II
Equivalent to graduation from high school.
- Experience:
Maintenance Mechanic I
Two (2) years of increasingly responsible work experience in general construction, vehicle repair, and maintenance of gas and diesel-powered equipment, industrial equipment, or pumps.

Maintenance Mechanic II

Five (5) years of increasingly responsible work experience in general construction, vehicle repair, and maintenance of gas and diesel powered equipment, industrial equipment, or pumps, comparable to a Mechanic I.

➤ Licensure:

Maintenance Mechanic I

Possession of a valid California Class C Driver's License 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 severe or multiple traffic violations or accidents for two (2) consecutive years.

Maintenance Mechanic II

In addition to Maintenance Mechanic I requirements, possession of a Grade 1 Distribution Operator Certification (D1) issued by the California State Water Resources Control Board, Mechanical Technologist Certification Grade 2 issued by the California Water Environmental Association (CWEA) and Service Truck Crane Operator Certification issued by the National Commission for the Certification of Crane Operators (NCCO).

Desirable License/Certificate/Registration/Experience:

- Possession of a Class A Commercial Driver's License.
- Possession of a National Certified Crane Operator certificate with TSS, BTF, and STC designations.
- Possession of a Grade 2 Distribution Operator Certification (D2) issued by the California State Water Resources Control Board.
- Possession of Grade 3 Mechanical Technologist Certification issued by the California Water Environmental Association (CWEA).

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.