



Job Classification:	<b>Mechanic I / II / Senior</b>
Representation:	<b>SEIU Local 1021</b>
Wage Schedule Range:	<b>15 / 17 / 19</b>
FLSA:	<b>Non-exempt</b>
Effective Date:	<b>September 2007</b>
Revision Date:	<b>February 2018</b>

*Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.*

### **Summary**

Under general supervision performs skilled duties in mechanical and welding work assignments in the installation, alteration, repair and construction of water and wastewater treatment and pumping plant equipment and facilities; adjusts and performs routine maintenance on a variety of motorized equipment (including vehicles and generators) used in the construction and maintenance of the District's water and wastewater systems; preventative and corrective maintenance and repair of District equipment and vehicles to ensure safe and effective working conditions; adjusts and performs routine maintenance on a variety of water system control devices (pressure reducing valves, surge anticipators, system control valves and backflow prevention devices).

### **Supervision Received and Exercised**

General direction is received from the Director of Operations. At times, directions or assistance by field maintenance staff is necessary for project completion. The Senior Mechanic may supervise other incumbents of the class.

**Essential Duties** - *The following duties are typical for this position. Depending upon the assignment, the employee 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 District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Installs, modifies and repairs water and wastewater mechanical treatment and pumping plant equipment and facilities.
- Troubleshoots, repairs and maintains mechanical devices and equipment such as valve actuators, pressure reducing valves, surge anticipators and clarifier drives; installs, removes and/or replaces pumps, and related fittings, ventilation ducts, shelving and stairways; rebuilds pumps and gear boxes and other mechanical apparatus.
- Troubleshoots, repairs and maintains heavy automotive equipment, such as back hoes, dump trucks, snow cats, equipment trailers and other District vehicles and trucks;

removes, rebuilds and replaces engines, transmissions, brakes, axles, radiators, hydro pumps and other parts; performs other repair and maintenance tasks on District vehicles.

- Troubleshoots, repairs and maintains electrical, hydraulic and electronic systems in heavy equipment and water/wastewater facilities including a variety of equipment such as generators and motors.
- Tests and repairs District and customer backflow prevention devices.
- Maintains and repairs light tools and equipment such as weed cutters, chain saws, chop saws and air compressors.
- Cleans, services and paints equipment, machinery, structures, pipelines and related appurtenances.
- Uses plasma, gas or arc welding equipment to cut, heat, weld or braze.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Assists in developing specifications for contract plant installation, maintenance and repair activities; oversees contract work as assigned and inspects the work of contractors in progress and upon completion.
- Reads and interprets specifications, diagrams, manuals and other documentation.
- Maintains accurate records and files of work performed and materials and supplies used.
- Maintains fleet BIT inspection program and ensures proper California regulations and recordkeeping
- Performs the role of generation technician – troubleshooting and repair of a variety of emergency standby generators from 46 hp Kohler engines to 900 hp 3412 Caterpillar engines.
- Establishes positive working relationships with District management and staff, other agencies and the public.
- The Mechanic II may direct the work of others on a project basis; instructs less experienced staff in work and safety procedures.
- Performs the full range of general maintenance work as a member of a crew when not performing equipment operations.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

**Qualifications** - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

*Knowledge of:*

- Methods, tools and testing equipment used in the installation, maintenance, calibration, and repair of mechanical and related electrical and electronic equipment used in water and wastewater treatment and pumping facilities.
- Methods, tools and testing equipment used in the maintenance and repair of District vehicles and medium to heavy construction equipment.
- Methods, tools and testing equipment used in the routine testing and repair of water distribution control devices, such as pressure reducing valves, surge anticipators and backflow prevention devices.
- Techniques for troubleshooting complex equipment problems and estimating time, equipment and materials to effect repairs.
- Use and maintenance of a variety of hand and power tools related to the work.
- Principles and practices of plasma, arc and gas welding.
- Occupational hazards and safety precautions related to job assignments.
- Applicable laws, codes and regulations related to the water and wastewater industry and to safety practices and equipment use.
- Principles and practices of public agency contract oversight.
- Basic computer applications related to the work.
- Practices of record keeping and standard office procedures.
- Arithmetic and basic mathematical calculations, including percentages and decimals.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

*Ability to:*

- Perform skilled work for the implementation of a comprehensive preventive and corrective maintenance and repair program for equipment and structures such as found in water and wastewater treatment plants and related facilities.
- Perform skilled work for the implementation of a program of vehicle and medium and heavy equipment maintenance and repair.
- Perform skilled work in the construction and repair of very high pressure water distribution systems.
- Perform skilled work in the routine testing and repair of water distribution control devices, such as pressure reducing valves, surge anticipators and backflow prevention devices.
- Safely using and performing minor maintenance on a variety of hand and power tools and equipment required to perform the work

- Perform a variety of technical support fabricating and design duties related to water and wastewater systems equipment and instrumentation installation, maintenance and repair.
- Troubleshoot equipment problems and estimating materials, supplies and time required to complete the work.
- Tig weld stainless steel in various out of position circumstances.
- Read and interpret sketches, blueprints, schematic diagrams and equipment manuals.
- Recognize potentially hazardous conditions on the job site or with the equipment.
- Interpret and explain laws, regulations, policies and procedures.
- Make accurate mathematical calculations.
- Prioritize own work and using independent judgment within procedural guidelines.
- Maintain accurate records of work performed.
- Adapt to changing technologies and learn functionality of new equipment and systems
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

**Education and Experience** – *Any combination of education and experience which would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to graduation from high school supplemented by technical school coursework in the fields of mechanical stationary and/or rolling stock installation, maintenance and repair.
- Engine as well as vehicle mechanic proficiency. Possession of ASE certificates or verified experience will also satisfy this requirement.
- Heavy equipment construction mechanic experience along with journeyman level welding and fabrication skills desired.

**Mechanic I:** Five (5) years of experience total including two (2) years experience involving installation, maintenance and repair work related to water and wastewater treatment and water distribution and wastewater collection system, facilities, vehicles and heavy equipment.

**Mechanic II:** Ten (10) years total experience as a mechanic, including having served five (5) years at the Mechanic I level or equivalent.

Senior Mechanic: (*Promotional Only*). Fifteen (15) years total experience, including five (5) full years of experience at the Mechanic II level.

### **Licenses and Certifications**

Mechanic I: Must obtain a California Water Distribution System Grade 1, CWEA Plant Maintenance Mechanical Technologist Grade 1, Certified Backflow Tester certification and a valid Class B California Driver's license issued by the California Department of Motor Vehicles with air brake and tank endorsements while in this level.

Mechanic II: California Water Distribution System Grade 2, CWEA Plant Maintenance Mechanical Technologist Grade 2, Certified Backflow Tester certification, and a valid Class B California Driver's license issued by the California Department of Motor Vehicles with air brake and tank endorsements while in this level.

Senior Mechanic: California Water Distribution System Grade 2, CWEA Plant Maintenance Mechanical Technologist Grade 3, Certified Backflow Tester certification, and a valid Class B California Driver's license issued by the California Department of Motor Vehicles with air brake and tank endorsements while in this level.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise

levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.

**Additional Requirements**

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.