I. Position Identification:

A) Title: Plant Maintenance Mechanic  
Plant Maintenance Mechanic, Senior

B) Bargaining Unit: Public Employees Union, Local #1

C) Customary Work Hours: As outlined in the department schedule

D) Customary Work Days: Monday through Friday

E) Reports To: Plant Maintenance Supervisor

F) Directs the Work of: None

G) Educational and/or Experience Requirements:

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined below and include the ability to read schematic drawings and basic blueprints is qualifying. A typical way to obtain the knowledge and skills is:

Plant Maintenance Mechanic: Education equivalent to the completion of the twelfth grade required. Coursework from an accredited college/university or trade school in pump repair, construction technology or related field desired. Two (2) years of full-time increasingly responsible experience performing maintenance on mechanical equipment, including the full range of light and heavy-duty power driven equipment required. Experience in the maintenance of mechanical equipment at a water or wastewater treatment plant is desired.

Plant Maintenance Mechanic, Senior: Education equivalent to the completion of the twelfth grade required. Coursework from an accredited college/university or trade school in pump repair, construction technology or related field desired. Three (3) years of full-time increasingly responsible experience, other than as a trainee in the maintenance of mechanical equipment in a water and/or wastewater treatment plant, or equivalent industrial setting is required. Experience performing lead duties is desired.
H) Licenses and/or Certificates Required:

Possession of a valid California Class C driver’s license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

**Plant Maintenance Mechanic:** Possession of or ability to obtain within 2 years from date of hire a Plant Maintenance Technologist Grade I Certification by the California Water Environment Association. In addition to the above requirements, possession of, or ability to obtain within two (2) years from date of hire, a Water Distribution Operator Grade I Certificate issued by the California Department of Public Health.

**Plant Maintenance Mechanic, Senior:** Possession of or ability to obtain within 2 years from date of hire a Mechanical Technologist Grade II Certification by the California Water Environment Association. In addition to the above requirements, possession of, or ability to obtain within two (2) years from the date of hire, a Water Distribution Operator Grade II Certificate issued by the California Department of Public Health.

II. **FLSA Status:** Non-Exempt

III. **Position Summary:**

Performs a variety of tasks in the repair, maintenance and construction of water/wastewater treatment plant facilities; and performs other related work as required.

**Plant Maintenance Mechanic:** This is the entry-level into the Plant Maintenance Mechanic series and is distinguished from the senior-level by the experience, knowledge and complexity of tasks required to perform the full range of duties. An incumbent in this job class is required to have experience in the maintenance of mechanical equipment upon entry into the series. Incumbents are expected to personally perform a variety of maintenance, repair, and construction functions and/or tasks with minimum instruction and/or supervision. A supervisor controls the flow of day-to-day work and provides and explains new instructions or changes in existing instructions. Incumbents may be assigned to either the water or wastewater treatment plants and may be interchanged depending on the needs of the department.

**Plant Maintenance Mechanic, Senior:** This is the journey-level class in the Plant Maintenance Mechanic series and is distinguished from the entry 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
Incumbents are fully aware of the operating procedures and policies within the work unit. Incumbents provide on-the-job orientation, training, and lead direction to new operators and mechanics, temporary, seasonal or part-time employees assigned with the incumbents to assist in the completion of assigned functions, tasks and duties. Incumbents in this class may be assigned to either the water or wastewater treatment plants and may be interchanged depending on the needs of the department. Incumbents are expected to maintain their skills and may be assigned more specialized tasks as needed by the department.

IV. Essential Functions:

Incumbents may be assigned to varying work schedules, weekend work, and be called back to work as needed by the City.

Plant Maintenance Mechanic:

1. Inspects, maintains, trouble shoots, repairs and services machinery and equipment including pumps, valves, motors, engines, compressors and gear reducers.

2. Assists in the construction and maintenance of the water/wastewater treatment plant systems.

3. Performs regularly scheduled preventative maintenance on treatment plant and pumping station equipment.

4. Maintains comprehensive, accurate and detailed logs in the City’s Computerized Maintenance Management System (CMMS) of all maintenance work planned, required or completed such that equipment performance or assessment reports are of value.

5. Operates and maintains a variety of heavy tools and equipment, small power tools and hand tools.

6. Fabricates and welds equipment as necessary.

7. Performs a variety of shop work incidental to assigned maintenance activity.

8. Paints equipment.


10. Maintains an adequate inventory of tools and supplies necessary for maintenance work.

11. Keeps work area in a clean and orderly condition.

12. Constructs special projects from blueprints and oral instructions.

13. Reads, understands and updates technical manuals.

14. Utilizes safety precautions, including the use of confined space and personal
protective equipment, related to all work performed.

15. Responsible for carrying out the mission of the City and the department and adherence to the City’s and departmental organizational values.

16. Performs heavy physical labor in maintenance situations as required.

17. Performs work in emergency situations as required.

18. Builds and maintains positive working relationships with coworkers and the public using principles of good customer service.

Plant Maintenance Mechanic, Senior:

1. Provides training and lead direction to Plant Maintenance Mechanics and temporary employees who may be assigned to assist in the completion of various functions, tasks and duties.

V. **Job Related and Essential Qualifications:**

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. **Knowledge of:**

- The use, purposes and maintenance of power and hand tools and the ability to use them safely.
- Construction and maintenance materials, methods and terminology.
- The methods, tools, materials and equipment used in the maintenance, installation and repair of pumps, electric motors, valves and other related equipment.
- Safely driving and operating power equipment.
- Preparing reports and maintaining accurate records.
- Equipment and methods used in welding.
- Interpreting and applying oral and/or written instructions.

B. **Skill at:**

- Repairing mechanical, plumbing and electrical systems.
- Maintaining accurate records and files.
- Skill in using a variety of power and hand tools and equipment safely.
• Use of computers and computer application software including CMMS.
• Establishing and maintaining effective working relationships with those contacted in the course of the work.
• Making arithmetical calculations quickly and accurately.
• Working independently in the absence of specific instructions.

C. Ability to:

• Work independently in the absence of supervision.
• Understand and follow oral and written instructions; work independently in the absence of supervision.
• Communicate effectively, both orally and in writing.
• Demonstrate aptitude in practical mathematics.
• Establish and maintain cooperative working relationships.
• Meet the physical, mental and environmental demands of the job.
• Learn to operate a crane truck, loader, forklift and other mobile equipment as required.
• Learn methods of slings and chokers.
• Interpret technical manuals, drawings and specifications.
• Read, understand and work from blueprints.
• Diagnose and repair mechanical defects.
• Prepare reports and efficiently maintain accurate records, demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.
• Keep abreast of new products, procedures, and changing technology relevant to this position.
• Use initiative and exercise sound independent judgment.
• Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
• Recognize, prioritize and accomplish needed tasks.
• Use courtesy, tact and firmness in dealing with the public; evaluate alternative solutions and present recommendations.
• Know and understand operations, observe safety rules, analyze problem equipment, identify and locate equipment and interpret work orders.
• Use safety precautions related to all work performed including that which occurs in hazardous environments containing toxic materials and poisonous gases; work in confined work areas using a supplied air respirator (SCBA).

• Identify with management and City goals and objectives and understand and support City priorities and needs.

VI. Physical Demands/Qualifications:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.

2. Working conditions in the field are subject to variations in temperature, and may include wind and rain, and other elements.

3. Requires ability to work safely out-of-doors in all weather, lift and carry equipment, materials and supplies alone frequently weighing up to 50 lbs., and up to 75 lbs. with assistance, walk and stand for extended periods, grasp and hold objects and tools with full range of motion in wrists and arms, work on slippery and uneven surfaces, and hearing capacity sufficient to understand conversations.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

Must be able to:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.

2. Operate effectively under deadlines.

3. Be detail oriented and display the ability to see numerous projects through to a successful completion.

4. Demonstrate a high level of integrity.

5. Possess a valid California driver’s license.

VIII. Environmental Conditions:

1. Exposure to chemicals, treated and untreated wastewater, electrical shock, drowning, heights, confined spaces, weather exposure, trip/all hazards, power tools and wild animals.
2. Working conditions in the office are clean, well lit, and free from extremes of temperature and humidity.

3. Working conditions in the field are subject to extreme variations in temperatures, humidity, and can include high wind and rain.

4. Incumbent may occasionally be required to work on slippery or uneven surfaces.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.