



November 2019
FLSA: Non-Exempt

MAINTENANCE MECHANIC ENTRY LEVEL / I / II

DEFINITION

The Maintenance Mechanic classification series learns and/or performs repairs, routine and preventive maintenance, inspecting, troubleshooting, overhauling, adjusting, and installing a variety of mechanical equipment components and related equipment found in a wastewater treatment plant, pump station or facilities; safely operates vehicles and other equipment as it relates to the maintenance; performs other duties as assigned. May assist other Work Groups as required.

SUPERVISION RECEIVED AND EXERCISED

These classifications receive direct supervision from the Maintenance Mechanic III and/or Maintenance Mechanic Supervisor, Facilities Maintenance Superintendent, and may receive direction from the Director of Operations and Maintenance. Maintenance Mechanic Entry Level or Maintenance Mechanic I may receive lead direction from a Maintenance Mechanic II. Maintenance Mechanic I may provide direction to Maintenance Mechanic Entry Level employees.

CLASS CHARACTERISTICS

Classifications in the Maintenance Mechanic series are flexibly staffed. Maintenance Mechanic I level is normally filled by advancement from the Maintenance Mechanic Entry Level or from outside the District depending upon experience and required certification. Progression to the Maintenance Mechanic I or II level is dependent upon all of the following: the incumbent obtaining the required certification, demonstrating satisfactory work performance consistent with expectations for the classification, meeting the minimum qualifications of the class and/or completion of a proficiency skills test and/or management approval in order to be eligible for promotion to the next series level.

Maintenance Mechanic Entry Level: This is the entry level class in the Maintenance Mechanic series and is distinguished from higher level classes in that they are expected to have minimal mechanical experience or technical knowledge in the area of maintaining wastewater treatment plant and pump stations equipment. Incumbents are expected to assist in and learn to perform the repair and maintenance of a full range of treatment plant systems, pump stations, facilities and equipment, including diagnosis, fabrication and welding. This classification performs only the most routine duties under the immediate supervision of higher-level positions.

Maintenance Mechanic I: Incumbents may assist in and learn to perform the repair and maintenance of a full range of treatment plant systems, pump stations, facilities and equipment, including diagnosis, fabrication and welding. This classification level usually performs most of the duties required of the Maintenance Mechanic II, but is not expected to function with the same amount of skill level and usually exercises less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Maintenance Mechanic II: This is the journey-level class in the Maintenance Mechanic series providing the full range of repair and maintenance duties on plant and pumping station equipment. Incumbents are expected to perform the repair and maintenance of a full range of treatment plant systems, pump stations,

facilities and equipment, including diagnosis, repair, fabrication and welding. This level is further distinguished from the Maintenance Mechanic I level by the performance of the full range of duties as assigned, working independently, applying well developed skills, and exercising judgment and initiative as well as responsibility for the technical and functional supervision of lower-level mechanics and is capable of performing the most complex duties assigned. Assignments are performed with the expectation that incumbents have the ability to choose among alternatives in solving job problems and work productively in the absence of a supervisor. This classification receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Work is normally reviewed only on completion and for overall results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties are assigned according to the class characteristics listed above and may include, but are not limited to, the following:

- Maintains the wastewater treatment plant process equipment, pump station equipment, and other equipment, at peak operating efficiency.
- Maintains all maintenance equipment history with a computerized maintenance management program.
- Investigates interruptions of service and diagnoses operational difficulties.
- Uses micrometers, dial indicators, gauges, and some electrical testing equipment in the setting, aligning, and repairing of mechanical and minor electrical equipment.
- Welds and cuts material using either gas or electric arc welding equipment.
- Reviews operating records on all equipment and provides Facilities Maintenance Superintendent with input to assist in the scheduling of repair and replacement.
- Performs general building maintenance and grounds keeping work including carpentry, construction, plumbing, concrete and asphalt work, painting, and irrigation system installation and repair.
- Performs mechanical work involving disassembly and replacement of worn or broken parts, removal of operating units for shop repair, reinstallation and realignment of equipment.
- Maintains a supply of replacement parts which are required for the maintenance and repair of wastewater treatment and pumping station equipment.
- Identifies and performs a variety of preventive maintenance repair work on assigned equipment and facilities, including periodic inspection, lubrication, greasing, oil changes, and belt and filter replacement.
- Monitors, controls, and analyzes pump station operation utilizing Supervisory Control and Data Acquisition (SCADA) system; adjusts pump station systems including making changes to pump controls, opening and closing valves, and changing pump sequences.
- Spends approximately 80% of the time at the wastewater treatment plant. The remainder of the time is spent in the field maintaining and servicing pump stations located within the District.
- Writes technical procedures for safe lockout, Job Hazards Analysis, Standard Operating Procedure, and Codes of Safe Practices
- Maintains and operates trucks equipped with an automatic transmission and an electric crane mounted to the truck bed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Performs other job-related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of wastewater treatment plant and pumping station equipment including engines, pumps, fans, blowers, motors, valves and piping; and of safety regulations pertaining to the work; and of lubrication methods and practices including the use of proper lubricants.
- Machinist's tools, shop equipment and operations; and of the working properties of various metals.
- Safety hazards and appropriate precautions applicable to a given work assignment.

Ability to:

- Do combination welding.
- Direct and assist in difficult repairs to electrical and mechanical equipment.
- Maintain proper records and make oral reports.
- Read and understand wiring diagrams and blueprints of mechanical installations.
- Interpret and apply specific safety and technical regulations, codes, service manual contents, schematic drawings, warranty provisions, contract specifications and written policies and procedures for specific tasks.
- Work both inside and outside where you may be exposed to inclement weather, fumes, odors, and dust.
- Work various shifts, weekends, and overtime.
- Be responsive to call-out or emergencies at all times.
- Enter and perform work in a confined space.
- Understand and carry out oral and written directions.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Effectively sequence work tasks and distribute among co-workers.
- Accept constructive criticism from supervisors, co-workers, and subordinate employees.
- Demonstrate skill in mechanical repair and overhauling work (Maintenance Mechanic I/II).
- Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, the District's Safety and Health Manual, and District Safety Directives.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

Education – All levels:

Graduation from high school or equivalent.

Experience:

Maintenance Mechanic Entry Level:

Experience as an industrial machinery maintenance mechanic for one (1) year or three (3) years of experience in a field of mechanics.

Maintenance Mechanic I:

Experience as an industrial machinery maintenance mechanic for at least three (3) years including one (1) year at a wastewater or water treatment plant or large industrial processing facility.

Maintenance Mechanic II:

Experience as an industrial machinery maintenance mechanic for at least four (4) years including two (2) years at a wastewater or water treatment plant or large industrial processing facility; or successful completion of a recognized apprenticeship or military training in the area of industrial equipment repair as it applies to wastewater or water treatment facilities and one (1) year of experience at a wastewater or water treatment plant or large industrial processing facility

Licenses and Certifications:

All Levels:

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

Maintenance Mechanic Entry Level:

Must obtain a Grade I or higher Mechanical Technologist Certificate, issued by the California Water Environment Association within two years from the date of appointment.

Maintenance Mechanic I:

Must possess a Grade I or higher Mechanical Technologist Certificate, issued by the California Water Environment Association at time of application.

Maintenance Mechanic II:

Must possess a Grade II or higher Mechanical Technologist Certificate, issued by the California Water Environment Association at time of application.

PHYSICAL DEMANDS

Must possess mobility to work in a field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to safely lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

[LINK TO Maintenance Mechanic Series Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work unusual hours, shifts, and be available for standby duty.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.