



July 2019
FLSA: Non-Exempt

MAINTENANCE MECHANIC III

DEFINITION

The Maintenance Mechanic III performs a variety of skilled tasks on major mechanical equipment, serves as lead mechanic for the mechanical maintenance crew, mechanically repairs, maintains and installs wastewater treatment plant & pumping stations equipment, and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

This lead position receives direct supervision from the Maintenance Mechanic Supervisor or the Facilities Maintenance Superintendent and may receive direction from the Director of Operations and Facilities Maintenance. This position may exercise technical and functional supervision over lower level maintenance and repair classifications and assigned support positions. Incumbents may assist in training subordinate or contract maintenance and repair personnel.

CLASS CHARACTERISTICS

This is an advanced journey-level (working lead) technical, mechanical equipment maintenance and repair classification. This position is distinguished from the Maintenance Mechanic II position by performing work at a highly advanced technical, mechanical level in the field as required; providing direction, mentorship and monitoring the work progress of lower level classifications.

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.

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which support achieving the department's and District's mission, strategic plan, objectives and values.
- Assists the Maintenance Mechanic Supervisor in planning, organizing, supervising, training and reviewing the performance of assigned staff; recommends disciplinary action, up to and including termination,
- Performs maintenance, design, fabrication, adjustment, and repairs on machinery and equipment including pumps, motors, drives, tanks, conveyor systems, piping systems and compressors.
- Maintains vehicles, grounds and buildings.
- Installs and sets up new equipment.
- Diagnoses mechanical problems; obtains parts for repairs.
- Assists in setting up and carrying out preventative maintenance programs on all equipment with computerized maintenance program, keeping all necessary records; facilitates assigned project to standardize and upgrade equipment and systems.
- Diagnoses, repairs, and maintains plant rolling stock including portable pumps, welders, tractors, and carts.
- Reviews operating records on all equipment and provides Maintenance Mechanic Supervisor with input to assist in the scheduling of repairs and replacements.
- Investigates interruptions of service and diagnoses operation difficulties.
- Performs confined space entries to perform various required tasks.

- May be required to operate wastewater treatment plant equipment and pump stations equipment.
- Assists in maintaining shop calendars; the organization and coordination of meetings; events and trainings; and providing support to staff meetings as requested.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools and equipment used in the overhaul and repair of wastewater treatment plant and pumping station equipment including diesel 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.
- Principles of electrical installation, maintenance, operation and testing.
- Machinist's tools, shop equipment and operations; and of the working properties of various metals.
- The use of a computer, including CMMS, Financial System, SCADA, and other applicable applications.

Ability to:

- Perform various types of welding.
- Direct and assist in difficult repairs to electrical and mechanical equipment.
- Maintain proper records and make oral reports.
- Make sketches from broken parts for replacements.
- Read Operations and Maintenance manuals and prints.
- Read and understand wiring diagrams and blueprints of mechanical installations.
- 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.
- Accept constructive criticism from supervisors, coworkers, and subordinate employees.
- Demonstrate skill in mechanical repair and overhauling work.
- Assist in preparing memos, letters, and other correspondence from brief verbal instructions or written draft; use manuals and automated files to research information and to prepare technical and statistical report.

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:

Graduation from high school or equivalent.

Experience as a senior or Mechanic II industrial machinery maintenance mechanic for at least five (5) years including three (3) years at a wastewater or water treatment plant or large industrial processing facility.

Licenses and Certifications:

Must possess a current California Water Environment Association Grade III or higher Mechanical Technologist Certificate at time of application.

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.](#)

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 lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

[LINK to Maintenance Mechanic III 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 need to be available for standby and response to off-hours emergency situations. Public employees are required to serve as disaster service workers if needed.

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.