

ENCINA WASTEWATER AUTHORITY

DATE: March 2013 (revised)
CLASSIFICATION: Mechanical Technician
POSITION TITLE: Mechanical Technician in Training
DEPARTMENT: General Services
SECTION: Maintenance
REPORTS TO: Maintenance Manager
FLSA STATUS: Nonexempt

POSITION SUMMARY: Under direct supervision of a Senior Mechanical Technician, this is an entry level position within the Mechanical Technician series and will not perform at the same skill level as a Mechanical Technician I, however, will perform similar tasks at a lower skill level. Position performs scheduled and unscheduled maintenance, including repairs, and modifications to mechanical, pneumatic, and electro-mechanical equipment; serves as a Biosolids Environmental Management System (EMS) team member; performs other related duties as assigned.

SUPERVISORY DIMENSIONS: None

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practices and promotes the Authority's Mission, Vision and Values.
- Perform a variety tasks involved in the inspection, servicing, maintenance, installation and repair of pumps, motors, actuators, generators, compressors, and valves.
- Perform a variety tasks involved in the inspection, servicing, maintenance, installation and repair of equipment utilized in the wastewater and recycled water treatment processes.
- Monitor the operation of pump station equipment to ensure proper operation; operate pump control systems; troubleshoot mechanical pumping systems; and perform system readings.
- Performs basic maintenance, installation, inspections, and repairs on piping systems of PVC, black and cast iron, stainless steel, and copper tubing; installs, removes, and repairs larger pipes and valves.

- Performs basic maintenance and repair tasks on a wide variety of internal combustion engines; adjusts valves and carburetors; and repairs and maintains exhaust systems.
- Performs regularly scheduled maintenance, inspection, and repair tasks on mechanical devices; overhauls plant equipment; and performs close tolerance checking and testing.
- Performs basic maintenance, inspection, and repair tasks on drive components, such as repairing right angle drive gears and overhauling reduction drives, vari-drives, and belt and chain drives.
- Performs basic maintenance, installation, inspections, and repairs on a variety of hydraulic controls, compressors, and pneumatic tools.
- Uses hand and power tools such as grinders, saws, jacks, hydraulic presses and pullers, and pipe threaders, inspects, tests, and measures equipment and material using precision instruments such as scales, height and depth gauges, calipers, verniers, and micrometers of various types.
- Plans tasks, keeps records of tasks performed, and provides estimates of labor and material necessary for the performance of the work. Conducts research on asset repair/replacement prices and supplies as directed.
- Uses personal computer to perform computerized maintenance management tasks, and specialized functions as directed.
- Follows proper safety practices, precautions, and procedures, such as storing, handling, and transporting gases, using correct lockout and tagout procedures, using flash protection when welding, and assisting in using safe rigging and welding practices.
- Prepares and paints plant equipment, pipes, tanks and structures.
- Performs general housekeeping tasks and building maintenance within the plant.
- Performs Biosolids Environmental Management System tasks within the plant as required.
- Drives Authority vehicles, operates forklifts, utility carts, dump trucks, semi-tractors with trailers and other such equipment within the plant compound.
- Performs other related duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types Of Knowledge, Skills And Physical Abilities Required:

- Basic materials, methods, practices, and equipment used in mechanical maintenance and repair work.
- Basic principles of record keeping, and prepare and maintain accurate and complete records.
- Basic principles of shop math applicable to machine repair.

- Learn to operate, maintain, and repair a wide variety of equipment and tools used in wastewater treatment plant and pump station operation in a safe and effective manner.
- Ability to operate a variety of motorized vehicles safely and knowledge of safe driving principles and practices.
- Ability to perform manual labor for extended periods of time in all types of weather.
- Learn operational characteristics of specialized maintenance and repair equipment.
- Learn materials, methods, practices, and equipment used in the maintenance and repair of wastewater treatment facilities and equipment.
- Learn occupational hazards and standard safety precautions necessary in maintenance and repair work.
- Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Learn and properly apply pertinent Federal, State, and local laws, codes, and regulations.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION REQUIREMENT: Graduation from High School or equivalent. Training in equipment maintenance and repair and other related specialty course work is desired but not required.

EXPERIENCE REQUIREMENT: Any combination of training, education, and/or experience that could provide the required levels of knowledge skills and abilities would be qualifying. Example of experience would be in machine tool operation, fabrication, and welding.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License, ability to be insured under the Authority's automobile insurance coverage, and ability to provide evidence of current personal automobile liability coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PROMOTIONAL OPPORTUNITIES: A promotion to Mechanical Technician I may be made after a Mechanic-In-Training: successfully completes a one-year probation period; possesses a valid California

Water Environment Association (CWEA) Mechanical Technologist Grade I or higher; and completes the Mechanical Technician I Performance Qualification Standards (PQS) booklet and exam.

CERTIFICATION REQUIREMENT: Must obtain Mechanical Technologist Grade I Certification within 18 months of accepting position.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT: This position must comply with the Authority's Respiratory Protection Policy/Program and Operating Procedures for Air-Purifying Respirators.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.