



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Senior Water Reclamation Plant Maintenance Technician
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GENERAL PURPOSE

Under direction, plans, schedules, leads, and participates in the work of skilled, journey-level staff engaged in the installation, maintenance, repair, and servicing of mechanical equipment and machinery used in the operation of a large, state-of-the-art water reclamation plant; assists in project budgeting and preventive maintenance program development; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Water Reclamation Plant Maintenance Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to assign, direct, and review the work of staff and perform the more difficult work associated with the installation, maintenance, and repair of equipment and machinery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Mechanical Maintenance Supervisor in that the latter is the full supervisory-level class with accountability and ongoing decision-making responsibilities associated with the work.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Mechanical Maintenance Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, schedules, lays out, inspects, leads, and participates in the inspection, diagnoses, troubleshooting, maintenance, repair, and servicing of plant and shop equipment, components, facilities, and machinery used in the operation of a large water reclamation plant; provides technical assistance to staff.
- Assists in the development and implementation of objectives, procedures, and work standards for the section.
- Assists in the preparation of budgetary estimates of staff, equipment, and materials required for projected activities.
- Assists in the development of plans, specifications, and contracts for projected maintenance and construction projects; reads, interprets, and works from rough sketches, diagrams, and blueprints; orders parts, materials, and supplies.
- Inspects and evaluates work being performed; identifies problem areas and directs remedial action to be taken.
- Assists in planning and implementing a preventative maintenance program for a water reclamation plant.
- Instructs personnel in the safe operation of light- and medium-duty equipment, such as forklifts, trucks, backhoes, lifts, and dump trucks.
- Performs a wide variety of advanced journey-level maintenance and repair tasks to plant machinery, equipment, and mechanical systems.
- Designs and fabricates a variety of brackets, supports, and other metal structures using torches, welding, equipment, and other fabrication equipment.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, methods, techniques, tools, and equipment used in the installation, maintenance, and repair of mechanical equipment and machinery common to large state-of-the-art water reclamation plant.

- Machine shop procedures and practices.
- Methods and techniques of developing predictive and preventive maintenance programs.
- District procurement policies and procedures.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Shop mathematics.
- Use and operation of oxyacetylene and electric arc welding equipment and materials.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Diagnose and repair a wide variety of mechanical equipment, systems, and machinery, such as valves, motors, pumps, and other equipment common to the field.
- Coordinate work assignments with other sections, divisions, or departments.
- Read and interpret plans, specifications, manuals, and blueprints.
- Use precision and diagnostic instruments to measure required tolerances of mechanical parts.
- Operate a diverse range of tools and equipment in multiple trades areas.
- Operate a pump installing rig.
- Perform arc welding and oxygen-acetylene cutting.
- Maintain work records and logs.
- Independently organize work, set priorities meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Follow and apply written and oral work instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible industrial mechanical experience, preferably in a wastewater or public utility environment.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Mechanical Technologist II certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in plant and outdoor environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves 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 averaging weights of up to 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a plant and outdoor environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substance, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Senior Water Reclamation Plant Maintenance Technician
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior Water Reclamation Plant Maintenance Technician. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____