

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

EQUIPMENT MECHANIC

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - 02/16/05

SUMMARY: To perform inspections, conduct normal, preventive and emergency maintenance, troubleshoot and repair (electrical and mechanical) water and wastewater equipment, drainage and wastewater lift station equipment. Conduct minor maintenance and preventive maintenance on small equipment, gasoline and diesel powered automotive, truck, tractor and a variety of other power-driven equipment; and to perform other related work as required.

SUPERVISION: Receives direct supervision from the Treatment Plant Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs normal, preventive and emergency maintenance and repairs to all water, wastewater and drainage plant equipment, buildings and other District owned facilities including, but not limited to: troubleshooting, repairing and returning equipment to proper function and operation; ability to enter confined spaces using appropriate safety equipment and adhering to related safe work practices;
- Diagnose instrumentation and electrical problems and repair as necessary;
- Conduct minor maintenance on all District vehicles and equipment as necessary;
- Prepares requisitions for equipment repair, parts, supplies and materials; maintains inventory of parts and supplies;
- Performs a wide variety of metal cutting, welding and fabricating work; participates in basic repair, modifications and rebuilding projects involving treatment plant facilities; services and repairs hydraulic pumps and equipment; coordinates activities with appropriate contractors, prepare cost estimates and estimates of materials and equipment needs;
- Maintains work, time and material records on all District equipment and vehicles; Prepare and maintain a variety of records and files to satisfy timely submission of

reports in compliance with Federal, State, county and local agencies;

- Observes Federal, State, county and local safe use, storage and practices, policies, rules, regulations and reporting requirements pertaining to all petroleum based products and designated hazardous materials;
- Attend assigned safety training courses and demonstrate competency, familiarity with safe work practices, policies, regulations and procedures. Ability to train less experienced employees and to be able to foster good working relations with others.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are characterized by vehicle and equipment maintenance tasks requiring full journey level experience. Employees are expected to work independently in conducting major and minor repairs on most engines and equipment. The employee is also required to diagnose a wide variety of mechanical and electrical problems that would be found in vehicles, water and wastewater plants, lift stations and reservoirs.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Tools, equipment and procedures used in the diagnostic and repair of water and wastewater equipment. Methods used in welding, and safe work practices.

The ability to inspect automotive and other power-driven equipment to locate and diagnose malfunctions. Perform minor and major mechanical repairs on District equipment. Use a variety of tools with skill and safety. Maintain shop and repair records. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Read and write at the level required for successful job performance.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Two years of experience performing journey level duties in the repair and maintenance of water, wastewater and drainage facilities and equipment;

Completion of courses in automotive repair, diesel mechanics, and welding is desirable. A strong working knowledge of pump/ motor theory, trouble shooting repair and maintenance is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock.

The noise level in the work environment is usually moderate.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.