

Central Marin Sanitation Agency
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MAINTENANCE REPAIR WORKER (II-III)

SUMMARY

Under general supervision, learns and performs preventive maintenance on, repairs and replaces a variety of components on a variety of facilities and stationary and mobile equipment of as found in a wastewater treatment plant and related facilities; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Inspects a variety of stationary and mobile mechanical equipment, facilities and related appurtenances, such as found in a wastewater treatment plant and related facilities.
- Installs, performs preventive maintenance on, repairs and replaces such equipment.
- Troubleshoots equipment problems, and recommends time, equipment and materials required to effect repairs; makes emergency repairs as required.
- Repairs, overhauls or replaces malfunctioning, damaged or worn parts, materials and equipment.
- Cleans, services and paints equipment, machinery, vehicles, structures, buildings, pipelines, storage tanks and any additional items.
- Services, adjusts and tunes a variety of equipment such as engines, motors, pumps, valves, control systems, boilers, heat exchangers, chemical feed systems.
- Uses gas and/or arc welding equipment to cut, heat, weld or braze.
- Uses and performs maintenance on a variety of hand and power tools and required safety equipment.
- Reads and interprets specifications, diagrams, manuals and other documentation.
- Designs equipment installations and modifications; makes required mathematical calculations prepares schematics and diagrams for documenting installations; determines supplies and materials required.
- Assists in maintaining an inventory of materials, tools and supplies; requisitions materials as required.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Maintains accurate records and files of work performed and materials and supplies used.
- Observes appropriate safety procedures and works to applicable codes and guidelines.
- Attends training and safety sessions as assigned.
- Performs confined space entry and rescue.
- May direct the work of less experienced or seasonal workers on a project or day-to-day basis.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION/ EXPERIENCE/CERTIFICATION

Equivalent to graduation from high school supplemented by trade school training in a mechanical repair or related field.

Maintenance Repair Worker II – EITHER possession of a Grade II Maintenance Worker certificate issued by the California Water Environmental Association (CWEA), OR two years of experience in the maintenance and repair of a variety of structures, facilities and equipment such as found in a secondary wastewater treatment plant and related pumping facilities and the ability to obtain a Grade II certificate within two years of appointment.

Maintenance Repair Worker III – EITHER possession of a Grade III Maintenance Worker certificate issued by the California Water Environmental Association (CWEA), OR three years of experience in the maintenance and repair of a variety of structures, facilities and equipment such as found in a secondary wastewater treatment plant and related pumping facilities and the ability to obtain a Grade III certificate within two years of appointment.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting or impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

Mobility to work in a standard office and wastewater treatment plant setting, use standard office equipment including a computer and specialized test equipment, tools and instrumentation; stamina to work confined spaces, around machines and to climb and descend ladders; vision to read printed materials and a computer screen; color vision to distinguish different colors of wiring; and hearing and speech to converse in person and over the telephone.

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 and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds

up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

In performing inspections of and working on Agency equipment, may be exposed to inclement weather conditions, fumes, odors, dust, noise and potentially toxic conditions. May be required to work overtime and off-shift hours, including weekends, on a project or emergency basis.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; to moving mechanical parts; fumes or airborne particles; and outdoor weather conditions. The employee is occasionally exposed high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

May be required to be "On Call" on a rotating basis. May be required to be available for work overtime and off-shift hours, including weekends, on a project or emergency basis.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title:	Mechanical Worker (II-III)
Department:	Maintenance
Reports To:	Maintenance Supervisor
FLSA Status:	Non-Exempt
Revised Date:	May 2007