



## 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.*

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| <b>Job title</b> | Water Reclamation Plant Maintenance Technician I/II |
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### GENERAL PURPOSE

Under immediate (Water Reclamation Plant Maintenance Technician I) to general supervision (Water Reclamation Plant Maintenance Technician II), performs a wide variety of semi-skilled and skilled duties 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; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Water Reclamation Plant Maintenance Technician I: This is the entry-level class in the Water Reclamation Plant Maintenance Technician series. Initially under immediate supervision, incumbents learn and perform routine duties used in the installation, maintenance, repair, and servicing of mechanical equipment and machinery used in the operation of a water reclamation plant. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Reclamation Plant Maintenance Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Reclamation Plant Maintenance Technician II: This is the fully qualified journey-level classification in the Water Reclamation Plant Maintenance Technician series. Positions at this level are distinguished from the Water Reclamation Plant Maintenance Technician I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Water Reclamation Plant Maintenance Technician in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision (Water Reclamation Plant Maintenance Technician I) or general supervision (Water Reclamation Plant Maintenance Technician II) from the Mechanical Maintenance Supervisor. Exercises no direct supervision over 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.*

*Positions at the Water Reclamation Plant Maintenance Technician I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs a variety of skilled duties involved in the inspection, diagnosis, troubleshooting, maintenance, repair, and servicing of treatment plant equipment, components, facilities, and machinery such as pipes, tubes, rods, seals, shafts, stuffing boxes, gears, motors, bearings, couplings, belt pressers, chemical storage and feed systems, valves, and pumps.
- Coordinates activities with other sections and divisions; ensures the timely and accurate completion of preventive maintenance activities.
- Performs fabrication for equipment installation, pipe fitting, and a wide range of metal work.
- Tests and monitors equipment and machinery for vibration, bearing temperature, and output capacity; repairs and maintains settling basin machinery, cross-connections, mixers, and hydraulic gates.
- Plans and lays out work from instructions and/or work orders, using blueprints, sketches, and drawings.
- Operates a wide range of vehicles and construction equipment including dump trucks, boom trucks, forklifts, compressors, cranes, jackhammers, portable and stationary generators, steam cleaners, pneumatic, hydraulic, and electric tools, and related tools and equipment.
- Installs, replaces, and repairs chlorine storage, feed and distribution system components such as storage tanks, evaporators, chlorinators, lines, and valves, and eductor or injector pumps.

- Responds to emergency leaks in chemical feed systems and makes emergency repairs to storage tanks and feeders.
- Researches new operational methods, techniques, and equipment and recommends their application.
- Maintains records in the form of blueprints, plans, and specifications for industrial and waterworks equipment and machinery.
- Designs and fabricates a variety of brackets, supports, and other metal structures, using torches, welding equipment, and other fabricating equipment.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

### **REQUIRED QUALIFICATIONS**

*Positions at the Water Reclamation Plant Maintenance Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.*

#### Knowledge of:

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance (predictive, preventive, and corrective) and repair of mechanical equipment and machinery common to a large state-of-the-art wastewater reclamation plant.
- Machine shop procedures and practices.
- Shop mathematics.
- Use and operation of oxyacetylene and electric arc welding equipment and materials.
- Principles and practices of recordkeeping.
- 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.

#### Ability to:

- Diagnose and repair a wide variety of mechanical equipment, systems, and machinery such as valves, motors, pumps, and other equipment common to the waterworks field.
- Operate a diverse range of tools and equipment in multiple trades' areas.

- Use precision and diagnostic instruments to measure required tolerances of mechanical parts.
- Operate a pump installing rig.
- Perform arc welding and oxygen-acetylene cutting.
- Identify and implement effective courses of action to complete assigned work.
- Coordinate work assignments with other sections, divisions, or departments.
- Read and interpret plans, specifications, manuals, and blueprints.
- Maintain work records and logs.
- Independently organize work, set priorities meet critical deadlines, and follow-up on assignments.
- 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:*

- Water Reclamation Plant Maintenance Technician I: Two (2) years of industrial mechanical experience, preferably in a wastewater or public utility environment.
- Water Reclamation Plant Maintenance Technician II: Four (4) years of progressively responsible industrial mechanical experience, preferably in a wastewater or public utility environment, or two (2) years as a Water Reclamation Plant Maintenance Technician I with the district.

Education:

- Water Reclamation Plant Maintenance Technician I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses/Certifications:

- Water Reclamation Plant Maintenance Technician I/II: A valid California driver's license, and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Water Reclamation Plant Maintenance Technician II: Mechanical Technologist I 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 a plant and an 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, to operate varied hand and power tools and equipment, and to operate a motor vehicle and 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 of 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.

### **FLEX REQUIREMENTS**

Positions in the Water Reclamation Plant Maintenance Technician I/II class series are flexibly staffed; positions at the Water Reclamation Plant Maintenance Technician II level are normally filled by advancement from the Water Reclamation Plant Maintenance Technician I level; progression to the Water Reclamation Plant Maintenance Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Reclamation Plant Maintenance Technician II level.

Eastern Municipal Water District  
Job Title: Water Reclamation Plant Maintenance Technician I/II  
Last Update: March 2020

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

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

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Water Reclamation Plant Maintenance Technician I/II. 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:* \_\_\_\_\_