

CITY OF LOMA LINDA



UTILITIES PLANT MAINTENANCE MECHANIC

REVISED: 12/03/2018

DEFINITION

Under the supervision of the Utilities Services Superintendent, performs skilled work in the maintenance and repair of water treatment equipment and facilities. Work involves the installation, maintenance and repair of: drinking and irrigation water production, distribution and treatment facilities, mechanical and electro mechanical machinery, related equipment and buildings. Incumbent is responsible for the scheduled and unscheduled maintenance of the plant and related work as required. Related work assignments involve the responsibility for performing tasks to maintain efficient operations of the water treatment plant and related facilities.

CLASS CHARACTERISTICS

Utilities Maintenance mechanic is a position in the only position in the Utilities Maintenance Mechanic Series. The class receives general supervision from higher level management: Utility Services Superintendent or Designee.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

1. Maintain, install, inspect modify and replace equipment and processes to monitor and affect water
2. Perform responsible mechanical maintenance and repair work with accuracy and minimal supervision
3. Perform installations, repairs and troubleshooting on water distribution and treatment systems
4. Perform preventative maintenance on water and wastewater facilities, equipment, and related machinery
5. Install Pumps, variable speed drives, motors, timing devices, telemetering electrical equipment and remove defective equipment
6. Develop a schedule for and performs regular inspection and preventative maintenance of equipment and machinery; Maintain detailed and accurate records of equipment, repairs, maintenance, orders, etc.
7. Investigate complaints and reports of malfunctions
8. Maintain and repair piping systems and complete related plumbing and pipefitting tasks
9. Carry out service orders to completion as required
10. Oversee the care, maintenance, and safe operation of equipment used in assigned work
11. Work overtime as required
12. Drive a department vehicle in the course of daily duties
13. Perform related work as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of standard practices, procedures, tools, and materials used in the installation, maintenance, and repair of heavy plant equipment, pumps, motors, controllers, variable speed and chain drives and lift stations
- Principles, practices, and techniques of utility systems and water collection/distribution/treatment systems
- Occupational hazards and standard safety precautions necessary in the work;
- Safe work methods, precautions, industry best practices, safe driving principles and practices

Skill to:

- Perform skilled work in the construction, maintenance, or repair of City sewer or water systems, and related facilities
- Read interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics pertaining to water production, distribution and related facilities
- Safely and properly operate various tools and equipment
- Demonstrate proficiency in the care and use of all site specific, facility required personal protection equipment.
- Act as a lead worker directing semi-skilled and unskilled employees on mechanic work; may provide lead supervision and train less experienced personnel as required

Ability to:

- Understand and follow verbal and written directions
- Read, write, interpret and record data from: meters, gauges, scales, panels, computer consoles, and other equipment.
- Carry out City water system operating policies and procedures
- Participate in department cross-training
- Establish and maintain effective working relationships with those contacted in the course of work
- Work effectively in the absence of supervision
- Act quickly and calmly in emergencies
- Exercise good judgement
- Assists other personnel in the performance of emergency duties as needed

QUALIFICATIONS GUIDELINES

Minimum requirements as a condition of hire are as follows:

Education

- A High School Diploma or G.E.D certificate is required.
- Supplemental college level or vocational coursework related to water supply engineering or closely related field is highly desirable.

License and Certificates

- Possess/maintain a valid and appropriate California license (Class C)
- Possess/maintain a water distribution or treatment operator grade II certificate.

Experience

- A combination of education and experience that provides the knowledge, skills and ability necessary for satisfactory job performance
- A minimum of two years of closely related experience is highly desirable. Closely related experience is defined as: water distribution systems, wastewater collection system, equipment and facilities and meter /customer service

SPECIAL REQUIREMENTS

Essential functions and duties require the following physical abilities and work environment

- Ability to travel to different sites and location
- Ability to maintain a safe driving record, observing legal and defensive driving practices.
- Ability to pass a medical examination at the time of appointment
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 100 pounds
- Exposure to heat, noise, outdoors, vibration, confined work space, chemicals, explosive materials, mechanical hazards, and electrical hazards, toxic substances, wastewater, sludge, effluents, bacteria, viruses, traffic hazards.
- Incumbents work outdoors under varying weather conditions and must be able to perform heavy manual labor