



## Mechanical and Electrical Maintenance Worker I

### **DEFINITION**

Under supervision performs semiskilled and skilled work on a variety of mechanical and/or electrical equipment and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Mechanical and Electrical Maintenance Worker series. Incumbents, under supervision, are assigned a wide variety of semi-skilled and skilled duties involving the operation and maintenance of various water systems and equipment. On a training or on emergency basis if competent to perform, employees may be assigned more skilled duties normally performed by the Maintenance and Electrical Worker II classification. Employees in this classification are expected to advance to the next level of the job series within thirty-six (36) months of appointment.

Positions in the Mechanical and Electrical Maintenance Worker class series are flexibly staffed; positions at the Mechanical and Electrical Maintenance Worker II level are normally filled by advancement from the Mechanical and Electrical Maintenance Worker I level; progression to the Mechanical and Electrical Maintenance Worker 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; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Mechanical and Electrical Maintenance Worker II level.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Performs routine inspections and servicing of pumps, tanks and regulators;
- records readings and findings of pumping plants;
- performs minor repair and adjustments to malfunctioning parts;
- assists in installation and repair of mechanical, electrical, pneumatic and hydraulic equipment; and
- follows applicable safety rules and regulations.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Methods and tools used in the maintenance and repair of mechanical and electrical equipment;

- basic understanding of pumps, motors and other mechanical equipment used in the operation of a water system;
- safe work practices and procedures working around electrical and mechanical systems; and
- operation of a personal computer and software applications related to the work.

Ability to:

- Operate tools and equipment with skill and safety;
- work cooperatively with others;
- understand and carry out written and oral instructions;
- deal effectively with those contacted in the course of work;
- perform physical labor in connection with maintenance and repair of mechanical and electrical equipment;
- operate a personal computer and software applications related to the work;
- drive a vehicle and/or travel to off site work locations;
- work in below ground level confined spaces using appropriate safety equipment; and
- work safely with and around hazardous chemicals.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and,
- one year of experience in the maintenance of mechanical or electrical equipment.

**INTERNAL PROMOTIONAL CRITERIA:**

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

**OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Work on an "on call" basis for emergency situations.

**LICENSES AND/OR CERTIFICATIONS**

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record; and
- Possession of a valid D1 Distribution Operator certification issued by the California State Water Resources Control Board (SWRCB) is required prior to the completion of the probationary period.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to fifty feet climbing ladders or stairs. The employee must use small mechanical hand tools, handle small parts, hold and operate heavy tools, pull cable and wire and performs manual labor for extended periods such as frequently lifting 10 to 25 pounds and carrying equipment, and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing and speech to detect warning alarms, converse in person and over the telephone or radio, and vision to read printed materials, see small parts and color coded wiring, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust, and must work around medium and low voltage circuitry using normal and specialized protective equipment. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely. The position requires the ability to work overtime and weekends as needed.

### **ADDITIONAL PHYSICAL DEMANDS**

- A self contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.
- Exposure to potentially hazardous materials, low to medium voltage, solvents, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: March 1999  
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Approved by: Human Resources Manager