



# MARIN MUNICIPAL WATER DISTRICT

## Mechanical and Electrical Maintenance Worker III

### **DEFINITION**

Under general supervision, performs skilled and semi-skilled work on a variety of mechanical and/or electrical equipment and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Mechanical and Electrical Maintenance Worker series. Employees in this class perform skilled tasks, and use independent judgment. They operate a variety of equipment and tools. Incumbents are able to work independently and may train others, or perform as lead-workers on specific projects and assignments. On a training or emergency basis, the Mechanical and Electrical Maintenance Worker III may perform duties normally assigned to the Mechanical and Electrical Worker IV. Employees may advance to the next level in the Mechanical and Electrical Maintenance Worker series by completing an approved text based training courses and demonstrate completed tasks that illustrate advanced journey-level competency and proficiency in the core disciplines. Additionally, the employee is also required to pass a written test designed to demonstrate proficiency with the National Electric Code.

### **EXAMPLES OF DUTIES**

Primary responsibilities and duties include, but are not limited to, the following:

- Troubleshoots and repairs electrical circuits and related equipment;
- dismantles, cleans, oils and assembles pumps and motors in shop or in field;
- installs new pumping equipment wiring, valves and controls;
- inspects pumps and tanks for proper operation;
- records readings and findings of pumping plants;
- inspects, adjusts and makes repairs to regulators and relief valves;
- repairs malfunctioning parts, such as diaphragms, seats and control pilots;
- performs routine inspection and maintenance to mechanical and electrical equipment at yard and main office buildings;
- installs recording instruments used in gathering data for system studies;
- follows applicable safety rules and regulations;
- keeps records of time, materials and equipment used;
- may train and supervise the work of others.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Methods and tools used in the maintenance and repair of mechanical and electrical equipment;
- operation of pumps, motors and other mechanical and electrical equipment;
- principles of electrical circuits and standard terms of the electrical trade.

Ability to:

- Understand and carry out written and oral instructions;
- supervise and train others;
- operate tools and equipment with skill and safety;
- deal effectively with those contacted in the course of work;
- perform physical labor in connection with maintenance and repair of mechanical and electrical equipment;
- work in below ground level confined spaces and using appropriate safety equipment;
- work safely with and around hazardous chemicals and electrical equipment;
- work from plans and specifications;
- drive a vehicle.

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,
- two years of experience as a District Mechanical and Electrical Maintenance Worker II or two years of experience at journey level performance in the maintenance of mechanical and electrical equipment.

### **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.
- An employee in this classification performs “safety-sensitive functions” and must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991.
- Possession of a “D1” Distribution Operators Certificate issued by the California Department of Health Services at the time of appointment.

### **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 ten to twelve 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 high, 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 may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

#### **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  
Revised: October 2008  
Approved by: Human Resources Manager