



Mechanical and Electrical Maintenance Worker II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Mechanical and Electrical Maintenance Worker series. Incumbents in this class perform semiskilled and skilled tasks and operate a variety of equipment and tools within the scope of the classification level. On a training or on emergency basis if competent to perform, the Mechanical and Electrical Maintenance Worker II may perform duties normally assigned to the Mechanical and Electrical Maintenance Worker III.

Positions in the Mechanical and Electrical Maintenance Worker class series are flexibly staffed; positions at the Mechanical and Electrical Maintenance Worker III level are normally filled by advancement from the Mechanical and Electrical Maintenance Worker II level; progression to the Mechanical and Electrical Maintenance Worker III 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 III level.

EXAMPLES OF DUTIES

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

- Performs routine inspection and maintenance of mechanical and electrical equipment;
- records readings and findings of pumping plants;
- installs and repairs mechanical, electrical, pneumatic and hydraulic equipment;
- performs repairs and adjustments to malfunctioning mechanical and electrical equipment such as, but not limited to: pumps, electric motors, compressors, automatic valves;

- troubleshoots and repairs electrical circuits and related equipment;
- dismantles, cleans, lubricates and assembles pumps and motors in shop or in field;
- installs new pumping equipment, wiring, valves and controls working from plans and specifications;
- inspects pumps and tanks for proper operation;
- performs routine inspections and servicing of pumps, tanks and regulators;
- installs recording instruments used in gathering data for system studies;
- follows applicable safety rules and regulations;
- installs and repairs lighting fixtures, recepticals, switches etc; and
- may train and direct the work of others with emphasis on establishing electrically safe work conditions and utilizing safe work practices and PPE for testing, troubleshooting, and voltage measuring.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Terms, practices and procedures common to the mechanical & electrical trades;
- applicable codes and safety regulations;
- operating principles of various mechanical and electrical diagrams;
- tools and equipment used in the repair, maintenance and installation of mechanical and electrical equipment;
- operating principals of pumps, motors, regulating valves and other mechanical and electrical equipment used in water treatment and distribution systems;
- safe work practices and procedures when working with electrical and mechanical systems; and
- operation of a personal computer and Microsoft Office software applications.

Ability to:

- Read and understand engineering plans and mechanical and electrical diagrams;
- operate tools and equipment with skill and safety;
- work cooperatively with others;
- train and direct 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 and using appropriate safety equipment;
- work safely with and around hazardous chemicals and electrical equipment; and
- work from plans and specifications.

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 I or three years of journey level experience repairing and maintaining mechanical and 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;
- Possession of a valid D1 Distribution Operator certification issued by the California State Water Resources Control Board (SWRCB) is required prior to 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 perform 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 requires the ability to work overtime and weekends as needed.

ADDITIONAL PHYSICAL DEMANDS

- The employee must be capable of obtaining and maintaining a proper facial seal in order to fit and properly wear District respiratory equipment.
- Exposure to potentially hazardous materials, low to medium voltage, solvents, odors, fumes, laboratory chemicals and microbiological pathogens.
- The employee must be able to work in above ground or subsurface confined spaces.

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