

## ***Humboldt Bay Municipal Water District***

### **MAINTENANCE MECHANIC – OM3**

#### **GENERAL PURPOSE**

Under direction participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities; may coordinate and oversee the work of contract construction and maintenance employees; and performs other related work as required.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

- 1) Inspects, operates, and maintains a variety of water control, pumping, distribution, treatment, and regulating equipment, buildings, structures, pipelines, hydroelectric plants, reservoirs, and related facilities.
- 2) Performs repairs and overhauls of gas and diesel engines and large pumps.
- 3) Maintains and repairs specialized water control and treatment equipment.
- 4) Prepares shop designs for the fabrication or modification of parts and equipment.
- 5) Installs, repairs and maintains water meters and pipelines.
- 6) Operates the full range of field and shop repair equipment and tools, including trucks, tractors, forklifts, boomtruck, cranes, portable welders, and paint spraying equipment.
- 7) Maintains and repairs buildings, facilities and equipment including the performance of carpentry, painting, welding, plumbing, and machine shop work.
- 8) Performs pipeline repairs including placement of various types of clamps, grouting and other joining devices.
- 9) Performs plumbing and valve repairs including rebuilding of air relief, blowoff, and butterfly valves.
- 10) Performs hydraulic system maintenance, repair and modifications including piping, cylinders, and pumps.
- 11) Reads and interprets manuals, blueprints, and schematic drawings.
- 12) May periodically perform duties of Operation and Maintenance Technician.

#### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- i. Operation of water pumping, treatment and distribution facilities
- ii. Repair and maintenance of water pumping, treatment and distribution equipment. In particular, procedures, equipment, materials, and tools to maintain and repair: industrial motors, engines, pumps, compressors, hydraulic systems, valves, and gas and diesel engines.
- iii. Basic electrical theory related to pump and motor repair and maintenance
- iv. Fabrication, and gas and electrical welding

- v. Preventative maintenance programs
- vi. Interpreting repair manuals, schematic diagrams, and blueprints
- vii. Time, materials, and labor cost estimating for maintenance and repair projects
- viii. Operation of a variety of vehicles and power-driven equipment
- ix. Safety program and safe work practices
- x. Operation of computers, and other office equipment, using both standard and specialized application software.
- xi. Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iii. Three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water or wastewater treatment plant or similar facility. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iv. Grade II Treatment and/or Distribution certificates

### **SPECIAL REQUIREMENTS**

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- 3) Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- 4) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 5) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns)..
- 6) Must be able to participate in confined space operations.

- 7) Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 8) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

### **ESSENTIAL PHYSICAL ABILITIES**

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
  - Perform visual inspections
  - Hear normal versus abnormal noises
  - View and respond to operational control screens (including alarms)
  - Think critically
- i. Sit for extended periods of time;
- ii. Operate a desktop computer;
- iii. Operate motor vehicles and other equipment;
- iv. Operate a variety of hand and electric tools;
- v. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vi. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii. Wear a respirator and other personal protective equipment;
- viii. Understand and carry out oral and written directions;
- ix. Communicate well with others, verbally and in writing;
- x. Work cooperatively and get along well with other people;