

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 06/03/08

TITLE: PLANT MAINTENANCE – GRADE IV

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs skilled diagnosis and mechanical repair of parts, equipment, and systems to maintain equipment, return existing treatment units to service, and to replace complex treatment units, support systems, and ancillary equipment for the Victor Valley Wastewater Reclamation Authority (VWVRA). Designs and/or develops creative solutions to complex maintenance problems and operating requirements. Reports to Maintenance Supervisor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Employee must be willing and able to perform all the duties of Grade I-III Mechanical Technologists, and must be willing and able to:

1. Readily interpret and understand record drawings and manufacturer's instructions.
2. Plan and direct the maintenance, construction, repair, and operation of wastewater pump stations, storm water pump stations, potable water systems, water and wastewater treatment facilities, chemical handling systems and oxygen injection systems.
3. Review preliminary designs and specifications, and in association with appropriate staff, make recommendations involving modifications.
4. Direct the coordination of assigned work with appropriate personnel.
5. Initiate and plan the sequence of operations for large and complex repair and construction work at wastewater treatment plants, wastewater pump stations, storm drainage stations, potable water systems, chemical handling systems and oxygen injection.
6. Direct the training of crews in mechanical maintenance, construction, repair and safety principles to meet and comply with CAL-OSHA regulations.
7. Participate in the development and implementation of goals, objectives, policies, and priorities.
8. Direct, coordinate, and review the work plan for assigned plant maintenance services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; and meet with staff to identify and resolve problems, as necessary.
9. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies.
10. Maintain a clean and safe work area, and adhere to all safety requirements.
11. Learn and maintain proficiency in computer hardware and software utilized by VWVRA.
12. Assist with set up of electrical/instrumentation maintenance program to include motors, switchgear, calibrations.
13. Communicate effectively and establish and maintain effective working relationships with others.

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14. Operate, maintain and repair equipment.
15. Troubleshoot and repair misc. mechanical equipment, vehicles, air conditioning systems, communications systems, complex electrical systems, SCADA control systems, plumbing systems, hydraulic systems, pneumatic systems.
16. Test and evaluate new types of electrical/mechanical equipment.
17. Carry out purchasing procedures to include procuring information to have a bid spec. written for formal bid items
18. Repair and replace concrete, block and asphalt
19. Maintain, repair, install and recommend new and existing instrument and electrical devices.
20. Maintain grooming standards to properly fit SCBA.
21. Assist engineering in future plant expansion.
22. Assist contractors in miscellaneous plant shut downs, valve outs, mechanical and electrical lockouts

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Laws, rules and regulations controlling maintenance of treatment facilities.
Purchasing, bid process, and construction and equipment specifications.
Use and operate Self Contained Breathing Apparatus (SCBA).

Ability to:

Understand and interpret highly technical manufacturer's manuals and equipment specifications.
Supervise employees and employee teams.
Communicate effectively orally and in writing.
Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Readily performs the duties of a "lead mechanic" when assigned.
Work without constant supervision for extended periods of time.
Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.
Talk, hear, see and smell.
Frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues.

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Willing and able to carry cell phone/radio at all times while on duty.
Employee is expected to work regular hours of the approved VVWRA alternate work schedule.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

Employee must possess (at a minimum) a high school diploma or general education degree (GED), also desirable to have successfully completed college level coursework in mechanical technology and/or one or more skilled trades. Must possess and maintain in good standing a Grade IV Plant Maintenance certification as issued by the California Water Environment Association and a valid State of California Class C driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; work in high locations; work in confined spaces; and often work in a high noise environment.

Physical: Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds; operate assigned equipment and vehicles including SCBA.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.