

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

CLASSIFICATION STATEMENT

TITLE: Maintenance Mechanic I

DIVISION: Maintenance

SALARY RANGE: 36

DEFINITION:

Under the direction of a Maintenance Mechanic III, perform a variety of maintenance tasks.

CLASS CHARACTERISTICS:

Report directly to an assigned Maintenance Mechanic III with general supervision from the Maintenance Supervisor.

SUPERVISION EXERCISED: None

EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Perform a variety of maintenance and manual labor tasks.
- Perform preventive maintenance precision repair, overhaul and installation of operations on mobile and/or stationary equipment.
- Check, test, troubleshoot, service, repair, rebuild, install and align facility pumps, motors, drive units, gas engines, air blowers, air compressors and related mechanical equipment.
- Independently and with assistance disassemble, inspect, determine damage, cause of damage and required parts. Recommend methods of repair.
- Perform routine maintenance oil changes, lubrications, service, check and test pressure and temperature switches, check coupling alignments.
- Store and care for all tools including, but not limited to, dial indicators, micrometers, wrenches, screwdrivers, hammers, power tools, hand drills, drill presses, hand grinders, glass beadlers, and torque wrenches.
- Recommend parts for warehousing, tools, and machinery for budget purchases.
- Work efficiently and effectively with all other departments to achieve the most economical and satisfactory resolution to operational concerns.
- Ability to learn certain computer software applications.
- Comply with Agency safety rules and regulations.
- Perform all other related duties as assigned and/or directed.
- Maintain complete and accurate records of work performed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Minimum of two years hands-on experience in the maintenance, repair, rebuild and service of mechanical equipment, control valves, pumps, motors, tanks and piping systems found in a wastewater treatment plants.
- Thorough knowledge of the following is required: The safe and proper operation of various types of hand and power tools, pick-up trucks, forklifts and similar vehicles; safe shop

practices; experience in gas and electrical cutting and welding equipment, troubleshooting, diagnosing and techniques of repairing and rebuilding equipment; ability to effectively communicate in verbal and written form.

OTHER SPECIAL REQUIREMENTS:

- Graduation from high school or an acceptable equivalent.
- Graduation from a college or university with an associate of arts degree. A baccalaureate degree or equivalent is desirable.
- Must possess a valid California, Class C, driver's license in good standing.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Language Ability and Interpersonal Communication:

- Ability to analyze and categorize data and information in order to determine the relationship of data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively orally and in writing with Agency personnel.

Mathematical Ability:

- Ability to calculate percentages, fractions, decimals and ratios.

Judgment and Situational Reasoning Ability:

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements:

- Must be able to pass Agency's pre-employment physical examination.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as assembling equipment.
- Ability to exert effort in strenuous physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to lift and move 50 pounds or more.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.
- Ability to withstand exposure to inclement weather conditions, working in wet and/or odorous areas.
- Ability to be subject to 24-hour recall, variable working hours, overtime, weekends and holidays. May be required to perform stand-by duties and respond to plant emergencies.

Environmental Adaptability:

Some tasks may risk exposure to temperature variations, sewage, toxic agents/chemicals, noise, machinery, vibrations, electrical currents, wetness and dust.

SOCWA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.