

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **PLANT MAINTENANCE TECHNICIAN I / II / SENIOR**

**GRADE LEVEL:** E9 / E13 / E16

**SUPERVISOR TITLE:** Supervisor will vary depending on assignment

**FLSA STATUS:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under general supervision, to perform a wide variety of skilled, journey-level duties in the installation, maintenance, repair and servicing of mechanical equipment and machinery use within the operation of a large, state-of-the-art wastewater reclamation plant; and performs other duties as assigned

**CLASS CHARACTERISTICS**

***Plant Maintenance Technician I***

This is the entry-level position in the Plant Maintenance Technician class series. Positions assigned to this level perform a variety of supervised semi-skilled and skilled duties in the construction, installation, maintenance, and repair of industrial equipment and machinery used in the operation of a wastewater reclamation plant. Trades areas covered by this class include mechanical maintenance and repair of industrial equipment, components and machinery; plumbing and pipe fitting; welding; and machine tool operation. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

***Plant Maintenance Technician II***

This is the journey level position in the Plant Maintenance Technician class series. Positions assigned to this level perform skilled, journey-level class duties. Under general supervision, position performs the full range of assigned duties. This class differs from the lower level class in the skill level required and the complexity of assigned projects based on knowledge

of the District's equipment, systems, standards, and procedures. Assignments may vary. Encompass a variety of tasks, seldom require detailed instructions, and require sound judgment and initiative. Employees in classifications at this level are expected to be fully trained and competent. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

### **Senior Plant Maintenance Technician**

This is the advanced journey level in the Plant Maintenance Technician class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform highly technical and specialized maintenance duties at a level beyond that found at a journey level. Lead duties may include providing technical assistance and training. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

### **EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

- ✎ Perform a variety of skilled, journey-level duties involving inspection, diagnosis, troubleshooting, maintenance, repair and services of treatment plant equipment, components, facilities and machinery, such as: mechanical comminutes, bar screens, air compressors, air scrubbers, pipes, tubes, rods, seals, shafts, stuffing boxes, gears, motors, bearings, couplings, belt pressers, chemical storage and feed systems, valves, and pumps (vertical turbine, submersible, split case horizontal, electrical, diesel, right angel, etc.)
- ✎ Test and monitor equipment and machinery for vibration, bearing temperature and output capacity
- ✎ Repair and maintain settling basin machinery, cross-connections, digester, eluviation mixers and hydraulic gates
- ✎ Plan and lay out work from instructions and/or work orders, using blueprints, sketches and drawings
- ✎ Disconnect electrical sources, use lockout / tag out procedures to block electrical sources; reconnect and operate equipment at panel for maintenance purposes
- ✎ Operate dump trucks, boom trucks, bobtail trucks, water pumps, forklifts, compressors, cranes, jackhammers, portable and stationary generators, steam cleaners, pneumatic, hydraulic and electric tools, and related tools and equipment
- ✎ Install, replace and repair chlorine storage, feed and distribution system components such as storage tanks, chlorinators, lines and valves, and injector pumps
- ✎ Coordinate activities with other sections and divisions
- ✎ Ensure the timely and accurate completion of preventive maintenance activities
- ✎ Complete and requisition necessary tools, equipment and supplies
- ✎ Research new operational methods, techniques and equipment

- ✎ Plan and lay out jobs from blueprints, drawings, sketches or verbal instructions
- ✎ Maintain records in the form of blueprints, plans and specifications
- ✎ Design and fabricate a variety of brackets, supports and other metal structures, using torches, welding equipment and other fabricated equipment
- ✎ Inspect, maintain and repair hydraulic and pneumatic systems
- ✎ Respond to emergencies, including chlorine or other chemical leaks as necessary
- ✎ Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders
- ✎ Utilize the ERP software system to generate and track purchase orders and to record time worked
- ✎ Assist in training or instructing others in the work duties, if needed

**In addition to the above duties, when assigned to Fleet:**

- ✎ Conduct preventative maintenance work on District vehicles; i.e.; oil, filters, lube on gas and diesel engines
- ✎ Diagnose, troubleshoot and repair all District vehicles including heavy trucks and equipment
- ✎ Document odometer readings on vehicles and equipment
- ✎ Service and repair of all stationary engines
- ✎ Repair computerized and electrical engine controls on District vehicles
- ✎ Service and repair all stationary engines to include, trouble shooting, adjusting fuel ratio control panels, engine control panels, ignition controls, gas regulators, gas control valves, and carburetor. Maintain oil analysis program. Plan and schedule outside services for major, minor overhauls, and emission testing Coordinate all work with operation dept. for repairs
- ✎ Maintain emission files for State inspection and B.I.T. Program for heavy equipment and trailers
- ✎ Maintain parts replacement list, order parts, and document planned and completed service
- ✎ Respond to vehicle emergencies in the field
- ✎ Diagnose and repair hydraulic systems on equipment and air compressors
- ✎ Test and adjust gas pressure regulators on natural gas engines using a manometer
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Plant Maintenance Technician I**

#### **Knowledge of:**

- ✎ Basic plumbing and pipefitting
- ✎ Basic principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of mechanical equipment and machinery.
- ✎ Basic machine shop procedures and practices
- ✎ Proper work safety standards
- ✎ Basic shop mathematics
- ✎ Use and operation of oxyacetylene and electric arc welding equipment and materials
- ✎ Computer applications related to the work

Depending on assignment, may need to have knowledge of:

- ✎ Basic automotive maintenance and repair
- ✎ Computerized engine controls
- ✎ Principles and practices of vehicle, equipment, and facility repair and maintenance

#### **Ability to:**

- ✎ Repair a wide variety of mechanical equipment, systems and machinery (such as: valves, motors, pumps and other equipment common to the field)
- ✎ Arc weld and oxygen-acetylene cut
- ✎ Identify and implement effective courses of action to complete assigned work
- ✎ Read and interpret plans, specifications and manuals
- ✎ Exercise judgment and initiative within established guidelines
- ✎ Establish and maintain effective working relationships with those encountered in the course of the work
- ✎ Coordinate work assignments with other sections, divisions and departments
- ✎ Comply with the District's Safety, Health and Environmental policies

Depending on assignment, may need to have ability to:

- ✎ Service and gas and diesel engines
- ✎ Service and repair Waukesha (natural gas) engines
- ✎ Operate equipment for service and repairs

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of experience and training. A typical example is:

**Experience:** Graduation from high school or G.E.D. equivalent; Knowledge of basic mechanical skills / tools desired

**Training:** Equivalent to the completion of the 12<sup>th</sup> grade. Training in mechanical technology or a related field desirable

### **Licenses/Certificates:**

- ✎ Grade I Maintenance Technologist Certificate, CWEA: Obtain within one (1) year
- ✎ Forklift Certificate, required or obtain within six (6) months
- ✎ Haz-Mat Technician – OSHA 1910.120, required or obtain within one (1) year
- ✎ California class A driver's license, required or obtain within 24 months

*In addition to the qualifications for **Plant Maintenance Technician I:***

### **Plant Maintenance Technician II**

#### **Knowledge of:**

- ✎ Electrical systems
- ✎ Plant engineering
- ✎ Report writing

#### **Ability to:**

- ✎ Operate heavy equipment including dump truck, loader, backhoe, boom truck, and vector truck, bulldozer, forklift, bobtail, water pumps, jackhammer, stationary generator, jet rudder, cranes, steam cleaners
- ✎ Analyze and solve complex problems
- ✎ Observe and interpret situations
- ✎ Deal with changing, intensive deadlines
- ✎ Comply with the District's Safety, Health and Environmental policies





## SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of experience and training. A typical example is:

**Experience:** One (1) or more year of responsible technical work experience in the repair and maintenance, of pumps, motors, and other plant related equipment

**Training:** Equivalent to the completion of the 12<sup>th</sup> grade supplemented by training in mechanical technology or a related field

### Licenses / Certificates:

-  California class A driver's license with Tanker and Airbrake endorsements, required
-  Grade 1 Mechanical Technologist Certification, CWEA, required
-  Haz-Mat Technician – OSHA 1910.120, required
-  Forklift and Crane Operator Certificate, required

*In addition to the qualifications for **Plant Maintenance Technician II:***

### Senior Plant Maintenance Technician





## SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of experience and training. A typical example is:

**Experience:** Two (2) or more years of responsible technical work experience in the repair and maintenance of pumps, motors, and other plant related equipment or up to one (1) year of experience as a Plant Maintenance Technician II

**Training:** Equivalent to the completion of the twelfth grade supplemented by training in mechanical technology or a related field

### Licenses/Certificates:

-  Grade 2 Mechanical Technologist Certification, CWEA, required
-  Haz-Mat Technician – OSHA 1910.120, required
-  Forklift and Crane Operator Certification, required
-  California class A driver's license with Tanker and Airbrake endorsements, required

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

## **OTHER REQUIREMENTS**

- ✎ May be required to work nights, weekends, and overtime, as assigned by management
- ✎ Required to serve stand-by duty as assigned by management
- ✎ Must live within a 30-minute emergency response time to the District boundary

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date