

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WELL & PUMP TECHNICIAN I / II / SENIOR**

GRADE LEVEL: E10 / E14 / E16

SUPERVISOR TITLE: Well and Pump Foreman

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under immediate progressing to general supervision, to perform a variety of maintenance and repair work on District well and pump stations

CLASS CHARACTERISTICS

Well & Pump Technician I

This is the entry-level position in the Wells & Pumps Technician class series. Positions assigned to this level perform limited or routine inspection duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Well & Pump Technician II

This is the journey level position in the Wells & Pumps Technician class series. Positions assigned to this level perform a full range of inspection duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Senior Well and Pump Technician

This is the advance journey level position in the Wells and Pumps Technician class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform highly technical and specialized distribution, treatment, and 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):

- ✎ Remove, repair, and install booster pumps and wells; assist in the general maintenance of District facilities
- ✎ Perform routine repair/maintenance of various District facilities; water well rehabilitation process including bailing, brushing, swabbing, air lifting and oil removal procedures
- ✎ Charge surge tanks at wells and pump stations
- ✎ Remove and replace well and pump motors
- ✎ Remove and install boosters, well pumps, and electric motors
- ✎ Perform repairs or make adjustments to packing or mechanical seals in vertical and horizontal pumps
- ✎ Operate Vibration Evaluation equipment
- ✎ Inspect and troubleshoot pumps and related equipment to determine source of problem and/or failure
- ✎ Conduct site inspections including piping, fasteners, cleanliness, oil levels, and general condition of pumps and motors
- ✎ Complete repair reports, and related documentation
- ✎ Maintain and repair portable pump units
- ✎ Inspect and clean well and booster sites
- ✎ Perform related duties as assigned

QUALIFICATIONS

Well & Pump Technician I

Knowledge of:

- ✎ Procedures, methods, tools and equipment used in the water utility field
- ✎ Proper work safety standards
- ✎ District sites and facilities
- ✎ Health and safety codes and drink water standards

Ability to:

- ✎ Operate of variety of hand and power tools
- ✎ Learn pump rig and equipment related to pump wells
- ✎ Learn how to process CMMS work orders
- ✎ Learn & understand basic concepts of Vibration analysis

SELECTION GUIDELINES

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

Experience: One (1) or more years of pump and well maintenance experience

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to satisfactorily perform the assigned duties

Licenses and Certificates:

- ✎ Grade D1 Water Distribution Certificate - SWRCB, required
- ✎ Grade T1 Water Treatment Certificate - SWRCB, desired
- ✎ First Aid, Traffic Control, Fork Lift Certificates, required or obtain within one (1) year
- ✎ California unrestricted class A driver's license, required or obtain within one (1) year

*In addition to the qualifications for **Well & Pump Technician I:***

Well & Pump Technician II

Knowledge of:

- ✎ Rigging and lifting procedures
- ✎ Basic pump hydraulics
- ✎ Methods, materials and equipment used in the maintenance and repair of pumps, motors and system hydraulics
- ✎ District rules, regulations, policies and procedures
- ✎ Operation of Vibration Equipment
- ✎ Confine space procedures
- ✎ Tag and Lock out procedures
- ✎ Basic concepts of Vibration analysis

Ability to:

- ✎ Operate heavy equipment including dump truck, mobile crane, and pump rig
- ✎ Diagnose, troubleshoot, and repair pump and machinery problems
- ✎ Use cutting and welding equipment
- ✎ Establish and maintain cooperative working relationships
- ✎ Coordinate assigned activities with the activities of other departments
- ✎ Create and process CMMS work orders and group projects
- ✎ Learn advanced concepts of vibration analysis

SELECTION GUIDELINES

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

Experience: Minimum of four (4) years of responsible technical work experience in the repair, maintenance, adjustment, and operation of pumps, wells, and motors, two (2) years of experience as a Wells & Pumps Technician I. Rigging and heavy lifting experience

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to perform assigned duties, supplemented by specialized training in pump operation, maintenance, and vibration analysis



Licenses and Certificates:

- ✎ Grade D2 Water Distribution Certificate – SWRCB, required
- ✎ T1 Water Treatment Certificate - SWRCB, required
- ✎ Forklift Operator Certificate, required
- ✎ Certified Crane Operator, required
- ✎ First Aid Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ California unrestricted class A driver's license, required
- ✎ ISO Vibration Analysis Certificate Level 1, desirable




*In addition to the qualifications for **Wells & Pumps Technician II:***

Senior Well & Pump Technician

Knowledge of:

-  Water well rehabilitation process
-  Pump and well design

Ability to:

-  Train personnel in department skills, procedures and safety
-  Make recommendations on job procedures and improvements of processes
-  Learn advanced concepts of vibration analysis









SELECTION GUIDELINES

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

Experience: Minimum of five (5) years of responsible technical work experience in the repair, maintenance, adjustment, and operation of pumps, wells, and motors, three (3) years of experience as a Wells & Pumps Technician II. Rigging and heavy lifting experience

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to perform assigned duties, supplemented by specialized training in pump operation, maintenance, and vibration analysis

Licenses and Certificates:

-  Grade D2 Water Distribution Certificate – SWRCB, required
-  T2 Water Treatment Certificate - SWRCB, required
-  Forklift Operator Certificate, required
-  Certified Crane Operator, required
-  First Aid Certificate, required
-  Traffic Control Certificate, required
-  California unrestricted class A driver's license, required
-  ISO Vibration Analysis Certificate Level 1, desirable

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
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Stand and walk for extended periods
- ✎ 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

- ✎ Willingness to work nights, weekends, and overtime, as necessary
- ✎ May be required to serve stand-by duty as assigned by management

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