

SILICON VALLEY CLEAN WATER
Job Description
May 2013

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee

JOB TITLE: Plant Mechanic - Electrician

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under general supervision, performs skilled electrical maintenance, installation and repair work at a modern wastewater treatment facility with remote pumping stations, and assists in the development of maintenance programs for the preventive maintenance and improvements of all electrical systems and equipment.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- From work orders, drawings, specifications, and verbal instructions, performs a variety of complex tasks and fabricates parts, fittings and assemblies used in the repair and construction of the plant and pump station facilities, treatment process units and their control systems.
- Works as a SVCW team member in all work efforts towards the preventive maintenance, repair and installation of all facilities process systems, structures and equipment.
- Performs rigging to facilitate installation and repair work.
- Inspects work performed by contractors.
- Maintains documentation of materials specifications and project plans.
- Develops and implements improvement projects for the facilities structures, systems and equipment.
- Participates in the planning, coordination and scheduling of work.
- Writes work plans.
- Investigates and writes specifications to facilitate materials ordering.
- Performs as lead person on maintenance projects.

- Performs component level repairs of highly complex motor drive systems (AFD/VFD's).
- Assists other mechanics, electricians, instrumentation technicians and painters in the performance of their work tasks.
- Uses hand and power tools, precision measuring instruments.
- Performs as lead person on maintenance/electrical projects.
- Performs a variety of duties as a member of a confined space entry team.
- Makes written estimates of labor, materials, and supplies required for the performance of specific assignments.
- Keeps records; makes verbal and written reports.
- Provides electrical safety and skills training to Plant Mechanic - Electricians and other staff.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Knowledge of National Electric Codes and OSHA regulations.
- Standard practices, methods, tools, and materials of the electrical trade.
- Use of bench, hand and power tools, machines, and equipment of the electrical trade.
- Office equipment such as computer, printer, fax machine, photocopier.

Ability to:

- Manipulate hand tools.
- Understand and follow all applicable safety rules.
- Perform routine mechanical and maintenance work.
- Safely perform routine mechanical & maintenance work requiring the frequent use of hand and power tools.
- Ability to distinguish colors.
- Perform heavy manual labor; work in awkward positions.
- Effectively organize and prioritize assigned work.
- Take direction and complete work as assigned.
- Read and write.
- Understand and follow oral and written directions in English.
- Communicate effectively, verbally and in writing in English.
- Work effectively with general supervision.
- Perform arithmetical calculations correctly.
- Work with accuracy and attention to detail.

- Establish and maintain effective working relationships with people inside and outside of SVCW.
- Interact positively and cooperate with co-workers and supervision, work as a team member, function under demanding time pressure.
- Drive and operate vehicles, including forklifts in a safe manner at all times.
- Operate PC and related software applications.
- Effectively provide mechanical training and direction to Plant Mechanic - Electrician.
- Improve mechanical maintenance skills through training, mentoring and hands-on experience.
- Troubleshoot and affect repairs to electro-mechanical, hydraulic, pneumatic and mechanical systems.
- Effectively organize and prioritize assigned work.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to distinguish colors.
- Perform heavy manual labor; work in awkward positions.
- Effectively troubleshoot electrical systems and effect repairs.

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California.

Minimum of one (1) year experience in skilled Electrical maintenance work involving electrical, electro-mechanical, instrumentation, and mechanical repair and installation. Repair experience with Industrial process type equipment and control systems repairs.

CERTIFICATION and LICENSING:

Must possess at minimum a California Water Environment Association (CWEA) Grade I Plant Mechanic Certification or a Grade I SWRCB Plant Operator’s certificate or have evidence of completion of an apprentice training program recognized by the California Division of Apprenticeship Standards and approved by SVCW.

Ability to obtain California Water Environment Association (CWEA) Grade II PM Electrical/Instrumentation certification within eighteen (18) months of the start of employment.

Valid California Class C Driver’s License and an acceptable driving record as defined by SVCW’s Driving Eligibility Standards.

CPR and First Aid certification desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk, stand, bend, stoop, kneel, and climb. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in indoor and outdoor conditions. The employee works at heights, uses power tools, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions, to gases, fumes and odors, and to untreated and partially treated wastewater. The employee operates light utility vehicles, including a variety of powered vehicles, forklifts and special purpose equipment. The noise level in the work environment may be moderate to loud. May be assigned, or called in, to work in the evenings, nights, and days and/or on weekends, including holidays.