

SILICON VALLEY CLEAN WATER
Job Description
November 2018

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 - Instrumentation Technician

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 Instrumentation and minor electrical maintenance, installation and repair work at a modern wastewater treatment facilities and remote pumping stations, and assists Sr. Maintenance Staff in the instrumentation, mechanical, electrical, and structures maintenance and repair work at the wastewater treatment facilities.

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.
- Performs a variety of duties as a member of confined space entry team.
- Takes part in the preventive maintenance, repair and installation of all electrical equipment.
- Participates in emergency response.
- Maintains various wastewater plant systems and equipment, such as pump systems, , gas detectors, electronic level, pressure and flow systems.
- Maintains and repairs laboratory equipment and instruments such as various meters, controllers, incubators, and samplers.
- Assists in the development and implementation of improvement projects for the facilities structures, systems and equipment.
- Assist in the writing of work plans.
- Uses hand and power tools, precision measuring instruments.

- Makes rough estimates of labor, materials, and supplies required for the performance of specific assignments.
- Keeps records; makes verbal and written reports.
- Assists other instrumentation technicians, mechanics, electricians, and plant staff in the performance of their work tasks.
- 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.
- Standard practices, methods, tools, and materials of the electrical, instrumentation, and mechanical trades.
- Knowledge of National Electric Codes and OSHA regulations.
- Electrical and electronics trades.
- Mathematics, chemistry, and physics.
- Use of bench, hand and power tools, machines, and equipment of the mechanical trades.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Manipulate hand tools.
- Ability to distinguish colors.
- Perform heavy manual labor; work in awkward positions.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.

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.

One (1) year experience in semi-skilled and skilled instrumentation maintenance work involving electrical, instrumentation, and mechanical repair and installation.

CERTIFICATION and LICENSING:

Possess and hold a valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

Possess a California Water Environment Association (CWEA) Grade I Mechanical Technologist 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 I PM Electrical/Instrumentation certification within eighteen (18) months of the start of employment.

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 is required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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 conditions. The employee is exposed to chemicals, fumes, and odors, works at heights, uses power tools, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions and operates a variety of powered vehicles 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.