

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

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 a variety of unskilled and semi-skilled tasks; works independently on assigned tasks and supports Senior Plant Mechanic personnel in the mechanical, electrical, instrumentation, 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.

- Performs basic duties independently and supports Senior Plant Mechanic personnel in mechanical, electrical, instrumentation and structural maintenance activities.
- Cleans, lubricates, and repairs vehicles and equipment.
- Participates in emergency response.
- Participates in the rigging of equipment to facilitate installation and repair work.
- Maintains, repairs, and installs electrical and electro-mechanical equipment; repairs, calibrates, and installs electronic and electrical instrumentation.
- Participates in minor construction; paints buildings and equipment; performs rough carpentry.
- Uses hand and power tools, drives light truck and other vehicles.
- Takes part in the mobilization, surface preparation, and application of protective and architectural coatings used on the steel and concrete structures and process equipment.
- Performs a variety of duties as a member of confined space entry team.
- Keeps basic records.
- Operates material handling equipment.
- 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, plumbing, instrumentation, and mechanical trades.
- Methods, tools, equipment and safe working practices in the maintenance and repair of wastewater treatment plants and pump stations.
- Welding machine work and related mechanical trades.
- Use of bench, hand and power tools, machines, and equipment of the mechanical trades.
- Safety regulations and practices; emergency response procedures and safety policies.
- Operation of powered vehicles.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- 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.
- 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 assigned Maintenance Helper.
- Improve mechanical maintenance skills through training, mentoring and hands-on experience and progress to a Senior Plant Mechanic.

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.

Experience with hand and power tools, general knowledge and experience in the minor maintenance of powered and non powered machines and equipment. General knowledge of the tasks performed by equipment maintenance staff in industrial settings and wastewater treatment facilities.

Minimum of one (1) year experience in semi-skilled and skilled mechanical maintenance work involving plumbing, and mechanical repair and installation.

CERTIFICATION and LICENSING:

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.

Must obtain a CWEA Grade I Mechanical Technologist Certification within 18-months from date of hire.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.