

SILICON VALLEY CLEAN WATER

Job Description

June 2023

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

JOB TITLE: Facilities Maintenance 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 direct supervision from a Maintenance Supervisor, performs duties required to repair and maintain Wastewater Treatment Plant and pump stations buildings, grounds, and equipment. Supports warehouse activities and performs other related work as assigned.

Depending upon assignment perform a variety of semi-skilled and skilled work in maintenance repair, facilities, carpentry, plumbing, roofing, painting, assemble office equipment, electrical under 220v, air compressors under 10hp, and working knowledge of HVAC system to help inform service repairs. Other facility related duties assigned.

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

- Work Orders: Create, update with clear information, close out when completed.
- Install, repair, and maintain sinks, toilets, urinals, wash basins, drains, gas/electric water heaters, water filters, and other plumbing related systems.
- Perform electrical repair such as installing light fixtures, light tubes, outlets, switches, and ballasts under 220v.
- Maintain, repair and trouble shoot appliances, such as refrigerators, stoves, dishwashers, exhaust hood.
- Perform carpentry and drywall work to repair cabinets, walls, windows, doors, roofs, and painting.
- Assist with Fire Alarm Inspections.
- Perform Preventive Maintenance on Facilities and Equipment.
- Operate company vehicles, forklifts, scissor lift and other motorized equipment.
- Maintain site grounds, assist with landscaping needs, repair irrigation systems.
- Perform other related duties as required.

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:

- Industrial machinery, power tools, hand tools, and related materials.
- Basic building and grounds maintenance practices and procedures.

- Safety hazards, basic hazardous materials handling procedures and appropriate precautions applicable to work assignments.
- Computer programs: SharePoint, Word, Excel, and Outlook.

Skill in:

- Organizing, record keeping and prioritizing work; working independently within procedural guidelines; performing accurate computations, and inputting data with accuracy.

Ability to:

- Learn the methods, practices and safe operation of equipment used in building maintenance, repair services, and activities including variety of building trades work.
- Read and understand blueprints, construction drawings, and equipment installation manuals.
- Maintain records and perform arithmetic calculations.
- Safely operate various types of equipment, hand and power tools utilizing safe working practices.
- Perform heavy manual work including lifting and moving stock.
- Communicate clearly and concisely, both orally and writing in the English language.
- Learn and observe all appropriate SVCW safety policies and procedures as required by SVCW including, but not limited to, Cal/OSHA General Industry Safety Orders.
- Operate light utility vehicles including electric carts, forklifts, scissor lifts, and pickup trucks on SVCW and public roadways.
- Participates in emergency response.
- First aid responder.
- 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.
- Perform a variety of other duties as assigned.

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:

Equivalent to the completion of the twelfth grade, supplemented by training or apprenticeship in the trades (plumbing, electrical, framing, painting) or closely related fields are desirable.

Two years' experience in skilled facilities maintenance or construction work.

CERTIFICATION and LICENSING

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

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 long distances and climb stairs and ladders. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear in English. The employee is occasionally required to stand and sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 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 conditions and regularly works near video displays. The employee is occasionally exposed to chemicals, fumes, and odors, and works around and with machinery with moving parts. The employee is occasionally exposed to outside weather conditions, operates vehicles, and occasionally works in evenings or on weekends. The employee is occasionally exposed to elements associated with the treatment of domestic, industrial, and commercial wastewater. The noise level in the work environment is usually minimal to moderate.