

SILICON VALLEY CLEAN WATER
Job Description
October 2024

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, facilities and structures maintenance and repair work at a modern wastewater treatment facility and remote pumping stations.

May be assigned to be on standby during off hours or called in to work in the evenings, nights, and days and/or on weekends, including holidays.

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, facilities and structural maintenance activities
- Performs troubleshooting, repair, maintenance, and installation work including mechanical, plumbing, and structural activities to wastewater plant facilities and equipment
- Works as a SVCW team member in all work efforts towards the preventive maintenance, corrective maintenance, repair, and installation of all facilities' process systems, structures, and equipment, May be assigned to assist other skilled positions and Divisions at the treatment plant
- Operates overhead cranes, chain hoists, provides safe load rigging and uses precision measuring instruments.
- 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, forklift, scissor lift, 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, ensures compliance with safety regulations, responds to emergencies.
- Keeps basic records.
- 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, carpentry, 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.

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 office equipment (computers, tablets, multi-function copier/printer)
- Use business-related software applications (Microsoft 365 suite of applications: Teams, Outlook, Word, Excel Sharepoint)
- Learn and effectively use SVCW software products, including asset management, work order processing, timecard entry, data log entry)
- Improve mechanical maintenance skills through training, and hands-on experience with a desired outcome to progress to a Senior Plant Mechanic.

Interpersonal Effectiveness

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; demonstrate strong two-way communication skills, including the ability to listen, explain and facilitate; seek input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; address co-workers needs; identify 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 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.

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