

JOB DESCRIPTION

Job Title	Senior Maintenance Mechanic	Supervisor	Facilities Maintenance Supervisor
Department	Facilities & Operations	Class Group	General Unit
Division	Facilities	Salary Grade	66
Section	Maintenance	FLSA Status	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision of the Facilities Maintenance Supervisor, a Senior Maintenance Mechanic coordinates and leads the Maintenance Mechanic I and Maintenance Mechanic II in their daily work activities. A Senior Maintenance Mechanic also performs the more complex field work related to the installation, maintenance and repair of a variety of process equipment, pumps, engines and other mechanical equipment in support of the District’s water treatment, distribution, collection, reclamation and composting operations.

ESSENTIAL DUTIES

Duty 1

Leads the mechanical maintenance work performed in various District operations.

Duty 2

Meets with the Facilities Maintenance Supervisor to coordinate work and work scheduling with other activities.

Duty 3

Plans, prioritizes schedules and coordinates emergency and regular maintenance including corrective, preventive, and predictive work and facilitates root cause analysis; prepares work orders, assembles materials, supplies and equipment, assigns work, reviews work, and maintains written records of work performed.

Duty 4

Trains employees, may assist with the evaluation of employee performance. Ensures adherence and compliance with safety and health policies and procedures as well as state, federal, and local laws and regulations and monitors safety practices; periodically evaluates worksites to insure safe conditions; attends all required safety training/meetings.

Duty 5

Analyzes mechanical problems and consults equipment maintenance manuals for troubleshooting solutions.

Duty 6

Maintains, repairs, and overhauls pumps, regulators and other appurtenances.

Duty 7

Builds brackets/fixtures includes and does welding, drilling, milling, and tapping work.

Duty 8

Repairs large mechanical equipment such as screens, clarifiers, filters, grinders, centrifuges, conveyers, hoppers air compressors, belt filter presses, boilers, numerous types of pumps, valves, gates, engines, large mobile and stationary equipment including cranes, gears/gearboxes, actuators, dampers, electric motors and other appurtenances.

Duty 9

Maintains comprehensive logs of all maintenance work done on plant and distribution/ collection system equipment.

Duty 10

Performs emissions testing for boilers and natural gas engines to ensure compliance with AQMD regulations.

Duty 11

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Principles and techniques of repairing and maintaining water distribution, treatment, and reclamation plant engines, pumps, mechanical equipment and appurtenances.
- ◀ Safe work practices;
- ◀ Theory and operation of internal combustion engines, hydraulic systems, and pumps;
- ◀ Electrical theory involved in working with pumps, motors and other equipment;
- ◀ Equipment, tools and materials used in maintaining and repairing equipment.

ABILITY TO:

- ◀ Plan, organize, prioritize and schedule work;
- ◀ Perform skilled mechanical repair work on engine pumps and other equipment;
- ◀ Diagnose malfunctions and determine effective courses of actions for correcting them;
- ◀ Safely utilize variety of tools and equipment including cranes, hoists and slings;
- ◀ Perform a variety of skilled work in electrical, plumbing, heating and construction areas;
- ◀ Maintain and prepare work records and prepare reports;
- ◀ Work collaboratively and cooperatively in a team environment;
- ◀ Establish and maintain positive, cooperative working relationships with employees, contractors, and vendors;
- ◀ Operate safety devices and equipment and apply proper safety procedures in hazardous environments.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Lift and carry loads weighing up to fifty pounds;
- ◀ Ascend and descend ladders and stairs;
- ◀ Tolerate physical presence at height of up to 100 feet on catwalks and walkways of large structures;
- ◀ Withstand periods of physical exposure to fumes, odors, dust and pollen without incapacitating adverse effects;
- ◀ Safely enter and leave confined spaces;
- ◀ Read standard text and data in print and on computer terminal screens;
- ◀ Speak and hear at normal conversational levels in person and over the telephone;
- ◀ Reach, bend and stoop and have manual dexterity to utilize and operate a variety of tools and equipment.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: High school graduation or equivalent is required.

EXPERIENCE: Four (4) years of experience as a Maintenance Mechanic.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

One or more of the following certifications are desirable:

State of California Grade III Water Distribution Certification
CWEA Grade III Mechanical Technologist Certification
CWEA Grade II Collection System Maintenance Technologist