



San Juan Water District

9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Maintenance Worker I/II

Position Description

Status: Non-Exempt
Supervisor: Water Treatment Plant Superintendent
Effective Date: July 1, 2007

Supervision Received and Exercised

Maintenance Worker I - Receives immediate supervision from the Treatment Plant Superintendent. Does not provide supervision to others.

Maintenance Worker II - Receives general supervision from the Treatment Plant Superintendent. Does not provide supervision to others

Primary Function

To perform a variety of duties related to the maintenance and repair of the District's mechanical and electrical equipment including the treatment plant, transmission and storage facilities, reservoirs, pump stations and metering equipment.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Perform routine preventative maintenance on pumps, motors and other rotational equipments including lubrication, cleaning and painting equipment.
- Repair, overhaul and/or replace a variety of mechanical equipment/systems and electrical equipment; align, calibrate and adjust mechanical equipment for optimal performance.
- Perform corrective maintenance on all mechanical equipment and process systems such as parts replacement, equipment changes, cleaning of sedimentation systems and backwash recovery system processes; troubleshoot non-operational equipment under emergency situations and develop systematic repair plans.
- Assist in the development and implementation of a preventative maintenance program.
- Research parts and material requirements for preventative maintenance as well as repair and replacement.
- Perform general labor as required.
- Conduct safety inspections on equipment.
- Supervise the work of outside contractors.
- Comply with the District's safety standards policy.
- Participate as an active member of the District's Emergency Chlorine Response unit.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Maintenance Worker I

Knowledge of:

- General methods of maintaining water treatment, distribution, and storage facilities and equipment.
- Methods, materials, equipment and tools used in the maintenance and operation of treatment facilities.
- General operating principles of valves, pumps, motors and water,
- Safe work practices.
- Principles and practices of modern office procedures, methods and computer equipment.
- Principles and practices of customer service.

Ability to:

- Prepare and maintain records of work performed.
- Safely use a variety of tools related to maintenance.
- Understand and carry out oral and written instructions.
- Initiate and maintain effective safety practices.
- Wear protective clothing/equipment including respirator and self contained breathing apparatus.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Two years of progressively responsible experience in the operation and maintenance of equipment related to a water facility.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Knowledge of:

- Principles, practices and methods of maintaining water treatment, distribution, and storage facilities and equipment.
- Operating principles of valves, pumps, motors and water treatment equipment.

Ability to:

- Interpret charts, gauges and measuring devices
- Read and interpret blueprints and mechanical drawings.
- Proficiently use computers and applicable software.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Two years of experience performing duties equivalent to Maintenance Worker I with San Juan Water District. Positions in this class are flexibly staffed and are normally filled by advancement from the I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Grade III Water Distribution Operator's Certificate issued by the State of California Department of Health Services within one year after obtaining position.

Physical Capabilities:

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 functions.

| <i>Physical Requirements</i> | <i>Rarely (0-12%)</i> | <i>Occasionally (12-33%)</i> | <i>Frequently (34-66%)</i> | <i>Regularly (67-100%)</i> |
|------------------------------------|---------------------------|----------------------------------|--------------------------------|--------------------------------|
| Seeing | | | | ✓ |
| Hearing | | | | ✓ |
| Standing/Walking | | ✓ | | |
| Climbing/Stooping/Kneeling | | ✓ | | |
| Lifting/Pulling/Pushing | | ✓ | | |
| Approximate Maximum Weight to Lift | | 20 Pounds | | |
| Fingering/Grasping/Feeling | | | | ✓ |
| Describe Working Conditions | 100 Percent Indoors | | | |