



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

Position Description

Utilities Mechanic I/II

Status: Non-Exempt, Safety Sensitive
Supervisor: Water Treatment Plant Manager
Effective Date: January 10, 2025

Supervision Received and Exercised

Utilities Mechanic I - Receives general supervision from the Water Treatment Plant Manager and receives technical and functional supervision from the Water Treatment Plant Maintenance Chief. Does not provide supervision to others.

Utilities Mechanic II - Receives general supervision from the Water Treatment Plant Manager and receives technical and functional supervision from the Water Treatment Plant Maintenance Chief. Assists in overseeing assigned projects.

Primary Function

To perform a variety of duties related to maintaining, troubleshooting, and repairing the District's mechanical and electrical equipment including the treatment plant, District's administrative building, field services building, transmission and storage facilities, reservoirs, pump stations and metering equipment, and other district facilities.

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

- Perform routine preventative maintenance on pumps, motors and other rotational equipment including lubrication, cleaning and painting equipment.
- Troubleshoot, 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.
- Participate and assist in the development and implementation of a preventative maintenance program.
- Research new products and methods of repair; contact vendors to determine best methods and configuration of equipment reviews cost, capacity and maintenance requirements of equipment.
- Perform general labor as required.
- Conduct safety inspections on equipment.
- Use a computer to enter and retrieve information related to work assignments and recordkeeping (CMMS).

- Supervise the work of outside contractors.
- Participate as an active member in and comply with the District's Chlorine program (maintenance, connects, disconnects, deliveries, etc.).
- Participate in the Districts safety program which currently includes compliance with all OSHA and District safety standards and policies including but not limited to; PSM, PHA, IIPP, LOTO, Confined Space, HMBP, RMP, Heat Stress, ARC Flash, Hearing Protection, PPE, and Respiratory Protection Program which requires employee to be clean shaven when using respirators.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other duties as assigned.

Minimum Qualifications

Utilities Mechanic I

Knowledge of:

- General methods of maintaining water treatment, distribution and storage facilities, other district 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, programs, methods and computer equipment.
- Principles and practices of customer service.
- Basic knowledge of State and Federal water regulations.

Ability to:

- Learn to repair, maintain and troubleshoot a variety of mechanical equipment, including but not limited to those associated with the treatment plant, transmission and storage facilities, reservoirs, pump stations and metering equipment.
- Prepare and maintain records of work performed.
- Safely use a variety of tools and equipment 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 (SCBA).
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform asset development and scheduling in District CMMS.
- Learn basic welding principles and practices.

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:

Experience in the operation and maintenance of equipment related to a water facility.

License or Certificate:

Possess 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.

Obtain or possess, and maintain, a Grade T2 Water Treatment Operators Certificate issued by the State of California State Water Resources Control Board within 18 months from date of hire or promotion.

Utilities Mechanic II

In addition to the qualifications for Utilities Mechanic I:

Knowledge of:

- Principles, practices and methods of maintaining treatment plant, transmission and storage facilities, reservoirs, pump stations and metering equipment.
- Operating principles of valves, pumps, motors and water treatment equipment.
- Welding principle and practices.
- Electrical principles and practices.

Ability to:

- Interpret charts, gauges and measuring devices.
- Read and interpret blueprints and mechanical drawings.
- Proficiently use computers and applicable software.
- Independently perform a variety of skilled and complex repair, maintenance and service tasks involving pumps and motors and other equipment associated with the operation of the water treatment plant, solar facility and distribution systems.
- Provide technical training to District staff.
- Provide technical oversight of projects.
- Perform a wide variety of welding work ranging from the simple welding of non-carrying metal parts and pieces to moving parts in heavy machinery and structural steel.
- Perform minor electrical work; including electrical connect/disconnect and isolations

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 Plant Mechanic I with San Juan Water District. Positions in this class are flexibly staffed and are normally filled by advancement from the level I if incumbents that have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

License or Certificate:

Possess 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.

Obtain or possess, and maintain, a Grade D 2 Distribution Operators Certificate issued by the State of California State Water Resources Control Board within 24 months from date of hire or promotion.

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>
<i>Seeing</i>				✓
<i>Hearing</i>				✓
<i>Standing/Walking</i>				✓
<i>Climbing/Stooping/Kneeling</i>			✓	
<i>Lifting/Pulling/Pushing</i>			✓	
<i>Approximate Maximum Weight to Lift</i>			60 Pounds	
<i>Fingering/Grasping/Feeling</i>				✓
Describe Working Conditions	50 Percent Indoors, 50 Percent Outdoors			