



**MAY 2024**

**FLSA: NON-EXEMPT**

## **SENIOR UTILITY SYSTEMS MECHANIC**

### **DEFINITION**

Under general supervision, provides lead direction to assigned utility maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex utility maintenance and repair work; and performs related work as required. This classification is distinguished from the Senior Utility Systems Operator in that it performs/oversees routine to complex utilities maintenance duties at the water/wastewater treatment plants and associated facilities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction and training over assigned staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the water/wastewater treatment facilities maintenance series that performs the most complex duties required to ensure that water and wastewater treatment facilities and systems are maintained in a safe and effective working condition. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Utility Systems Mechanic Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in utility maintenance operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned utility maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine maintenance and repair work.
- Plans, schedules, prioritizes and assigns utility maintenance and repair work in consultation with the Utility Systems Mechanic Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.
- Orders supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- Performs a wide variety of skilled maintenance, repair, and installation work in the City's water and wastewater treatment facilities and systems.
- Performs mechanical, welding, masonry, carpentry, electrical and plumbing duties.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Performs emergency repairs as necessary.
- Performs minor to complex adjustments on service equipment; maintains tools and equipment in working order.
- Maintains logs of daily activities.
- Acts as Utility Systems Mechanic Supervisor as assigned.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Basic principles and practices of water and/or wastewater treatment plant operations.
- Practices, methods, equipment, tools and materials used in the maintenance construction, installation and repair of water and wastewater treatment facilities and systems.
- Procedures, equipment, material and tools used in the operation, maintenance and repair of pneumatic systems, motors, engines, pumps, compressors, disinfection equipment, power generation systems, sludge dewatering and other related equipment.
- Gas and diesel engine maintenance and repair.
- Hydraulics and control systems.
- Principles and practices of gas and electrical welding, masonry, carpentry and plumbing.
- Safe work methods and safety practices pertaining to the work.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of utility maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in utility maintenance and related projects.
- Inspect, operate, diagnose problems and perform preventive maintenance and repair work on electric motors, gas and diesel engines, pumps, compressors, control equipment, centrifuges and power generation and related gas conditioning equipment.
- Perform a variety of fabricating and design duties related to water and wastewater systems construction, maintenance and repair; interpret sketches and diagrams.
- Analyze work problems and make corrections that will facilitate the completion of assignments.
- Read and interpret gauges and other recording devices, and interpret the information as it relates to repair and maintenance activities.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine and complex equipment maintenance.
- Maintain both manual and automated logs, records, reports and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of responsible utility maintenance and repair experience.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- Confined Space Certification.
- First Responder Certification.
- Other certification(s) specific to functional area of assignment may be required.

**PHYSICAL DEMANDS**

Must possess mobility to work in water and/or wastewater treatment plants and related facilities; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily indoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.