

SOUTH BAYSIDE SYSTEM AUTHORITY
Job Description
April 2011

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Maintenance Helper

FLSA: Non-Exempt

SUMMARY

Under direct supervision performs a variety of unskilled and semi-skilled tasks, assists Plant Mechanics in the mechanical, electrical, instrumentation, structural maintenance of the wastewater treatment plant and related facilities as assigned; performs other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Note – 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.

- Performs basic duties assisting Plant Mechanics in mechanical, electrical, instrumentation, and structural maintenance activities including cleaning, lubricating, and assisting in the repair of vehicles and equipment; assists in minor construction, painting buildings and equipment.
- Uses hand tools and power equipment.
- Cleans work area and equipment in preparation for, and after completion of, work.
- Drives light trucks, forklifts, material handling equipment and other vehicles as required.
- Keeps basic records.
- Performs other semi-skilled and unskilled 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:

South Bayside System Authority policies and procedures.

Basic hand and power tools operation.

Safety regulations and practices; emergency response procedures and safety policies.

Office equipment such as computer, printer, fax machine, photocopier.

Word processing, spreadsheet and other related software applications.

Operation of powered vehicles.

Ability to:

Understand and follow all applicable safety rules.

Read and write.

Distinguish colors.

Maintenance Helper

Take direction and complete work as assigned.
Understand and follow oral and written directions in English.
Communicate effectively, verbally and in writing in English.
Work effectively with close supervision.
Perform arithmetical calculations correctly.
Perform heavy manual labor.
Work with accuracy and attention to detail.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with people inside and outside of SBSA.
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 PC and related software applications.
Safely perform routine mechanical & maintenance work requiring the frequent use of hand and power tools.
Effectively provide mechanical assistance to assigned mechanic as directed.
Learn mechanical trade through training, mentoring and hands-on experience.

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.

Ability to demonstrate or show evidence of mechanical, electrical, or instrumentation knowledge through education and/or experience through previous work history or personal experience is required.

CERTIFICATION AND LICENSING

Possess and hold a valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards.

Ability to obtain California Water Environment Association (CWEA) Mechanical Technologist Grade I certification within eighteen (18) months of the start of employment is 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.

While performing the duties of this job, the employee is regularly required to stand, walk, bend, stoop, kneel, and climb stairs and ladders. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear in English. 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. Must be physically capable of being medically certified to wear a respirator.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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, days and/or on weekends, including holidays.