

## **SOUTH BAYSIDE SYSTEM AUTHORITY**

### **Job Description**

**October 2006**

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

#### **JOB TITLE: Plant Mechanic II - Electrician**

#### **FLSA: Non-Exempt**

#### **SUMMARY**

Under general supervision, performs skilled electrical maintenance, installation and repair work at a modern wastewater treatment facility with remote pumping stations, and assists in the development of maintenance programs for the preventive maintenance and improvements of all electrical systems and equipment.

#### **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.*

- From work orders, drawings, specifications, and verbal instructions, performs a variety of complex tasks and fabricates parts, fittings and assemblies used in the repair and construction of the plant and pump station facilities, treatment process units and their control systems.
- Works as a SBSA team member in all work efforts towards the preventive maintenance, repair and installation of all facilities process systems, structures and equipment.
- Performs rigging to facilitate installation and repair work.
- Inspects work performed by contractors.
- Maintains documentation of materials specifications and project plans.
- Develops and implements improvement projects for the facilities structures, systems and equipment.
- Participates in the planning, coordination and scheduling of work.
- Writes work plans,
- Investigates and writes specifications to facilitate materials ordering.
- Performs as lead person on maintenance projects.
- Performs component level repairs of highly complex motor drive systems (AFD/VFD's)
- Assists other mechanics, electricians, instrumentation technicians and painters in the performance of their work tasks.

- Uses hand and power tools, precision measuring instruments.
- Performs a variety of duties as a member of confined space entry team.
- Makes written estimates of labor, materials, and supplies required for the performance of specific assignments.
- Keeps records; makes verbal and written reports.
- Provides electrical safety and skills training to apprentice electricians and other staff.
- Performs a variety of other 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.

Knowledge of National Electric Codes and OSHA regulations.

Standard practices, methods, tools, and materials of the electrical trade.

Use of bench, hand and power tools, machines, and equipment of the electrical trade.

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

**Ability to:**

Manipulate hand tools.

Ability to distinguish colors

Perform heavy manual labor; work in awkward positions.

Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.

Operate PC and related software applications.

Effectively trouble shoots electrical systems and effect repairs

Effectively organize and prioritize assigned work.

Establish and maintain effective working relationships with other people.

**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.

Three (3) years experience in semi-skilled and skilled Electrical maintenance work involving electrical, electro-mechanical, instrumentation, and mechanical repair and installation. Repair experience with Industrial process type equipment and control systems repairs.

Certified journey level/apprentice training and or CWEA certification in the electrical instrumentation trades preferred.

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

**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 walk, stand, bend, stoop, kneel, and climb. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to ~~50~~ 75 pounds.

Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to distinguish colors.

**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 conditions. The employee is regularly exposed to chemicals, fumes, and odors, works with and around machinery having moving parts, and occasionally works at heights and in confined spaces. The employee is occasionally exposed to outside weather conditions and operates a variety of powered vehicles and special purpose equipment, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.