

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 not intended to include, every possible activity and task performed by every specific employee

JOB TITLE: Plant Mechanic II

FLSA: Non-Exempt

SUMMARY

Under general supervision, performs skilled mechanical maintenance, installation and repair work in a modern wastewater treatment facilities with remote pumping stations; Assists in the development of maintenance programs for the preventive maintenance and improvements of all mechanical systems and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – 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.
- Participates in the planning, coordination and scheduling of work.
- Performs rigging to facilitate installation and repair work.
- Inspects work performed by contractors and SBSA maintenance staff.
- Maintains documentation of materials specifications and project plans.
- Develops and implements improvement projects for the facilities structures, systems and equipment.
- Writes work plans.
- Recommends and helps in implementation of improved work methods, equipment maintenance procedures and improvements to the wastewater facilities.
- Performs repair, maintenance, and installation work including mechanical, basic instrumentation and electrical work, plumbing, and structural activities to wastewater facilities, and equipment.
- Performs a variety of duties as a member of confined space entry team.

- Provides mechanical safety and skills training to apprentice mechanics and other staff.
- Investigates and writes specifications to facilitate materials ordering.
- Performs as lead person on maintenance projects.
- Assists other mechanics, electricians, instrumentation technicians and painters in the performance of their work tasks.
- Performs the planning, mobilization, surface preparation, application and inspection of protective and architectural coatings used on the steel and concrete structures and process equipment.
- Uses hand and power tools, precision measuring instruments.
- Makes written estimates of labor, materials, and supplies required for the performance of specific assignments.
- Assures compliance with safety regulations, responds to emergencies.
- Keeps records for work and safety related data; makes verbal and written reports.
- Performs component level repairs of highly complex gear drive, pneumatic and hydraulic systems.
- Investigates equipment failures
- 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.

Standard practices, methods, tools, and materials of the electrical, plumbing, instrumentation, and mechanical trades.

Methods, tools, equipment and safe working practices in the maintenance and repair of wastewater treatment plants and pump stations.

Welding machine work and related mechanical trades.

Use of bench, hand and power tools, machines, and equipment of the mechanical trades.

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

Operation of powered vehicles

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

Word processing, spreadsheet and other related software applications

Ability to:

Understand and follow all applicable safety rules.

Perform routine mechanical and maintenance work.

Safely perform routine mechanical & maintenance work requiring the frequent use of hand and power tools.
Ability to distinguish colors.
Perform heavy manual labor; work in awkward positions.
Effectively organize and prioritize assigned work.
Take direction and complete work as assigned.
Read and write.
Understand and follow oral and written directions in English.
Communicate effectively, verbally and in writing in English.
Work effectively with general supervision.
Perform arithmetical calculations correctly.
Work with accuracy and attention to detail.
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.
Effectively provide mechanical training and direction to Plant Mechanic I and assigned Maintenance Helper.
Improve mechanical maintenance skills through training, mentoring and hands-on experience.
Trouble shoot and affect repairs to electro-mechanical, hydraulic, pneumatic and mechanical systems.
Effectively organize and prioritize assigned work.

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.

Experience with hand and power tools, general knowledge and experience in the minor maintenance of powered and non powered machines and equipment. General knowledge of the tasks performed by equipment maintenance staff in industrial settings and wastewater treatment facilities.

Minimum of three (3) years experience in skilled mechanical maintenance work involving plumbing, and mechanical repair and installation.

CPR and First Aid certification.

CERTIFICATION AND LICENSING

Must possess at minimum a California Water Environment Association Grade II Mechanical Technologist Certification or have evidence of completion of a journey level/apprentice training program recognized by the California Division of Apprenticeship Standards and approved by the Authority.

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.

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 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 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.