SAN ELIJO JOINT POWERS AUTHORITY (SEJPA)

MECHANIC I
MECHANIC II
LEAD MECHANIC

Department:	Accountable to:	FLSA Status:
Maintenance	Mechanical Systems Manager	Non-Exempt

DEFINITION

Under direct supervision (Mechanic I) or general supervision (Mechanic II, Lead Mechanic), of the Mechanical Systems Manager, performs a variety of duties involved in the maintenance and repair of mechanical equipment, electrical systems, and instrumentation used in wastewater treatment system and pump station operation.

POSITION SUMMARY

Mechanic I
The Mechanic I classification is the entry-level role in the Mechanic series, responsible for developing foundational skills in mechanical maintenance and repair of treatment plant equipment and facilities. Working under close to general supervision, incumbents perform routine and semi-skilled preventive maintenance, basic troubleshooting, and repair tasks following established procedures and standard instructions, with work reviewed for accuracy, safety, and adherence to guidelines. The Mechanic I requires the knowledge and skill to perform basic mechanical work, construction and repair activities, and demonstrate knowledge and ability to safely use mechanic tools and equipment, and serves as a developmental role providing the experience and competency necessary for progression to the journey-level Mechanic II classification.

Mechanic II
This is the full journey level in the Mechanic series. Positions at this level are distinguished from the Mechanic I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Mechanic I level. When filled from the outside, the employee is required to have prior related education and experience, which allows the employee to meet the qualification standards for the Mechanic II level.

Lead Mechanic
This position may perform all duties required at the Mechanic II level, as well as assumes project-level supervisory responsibilities to include the prioritization, assignment, and inspection of work of assigned mechanics staff ensuring compliance with safety regulations and general maintenance procedures. Incumbents are fully aware of the operations and maintenance procedures and policies of the work unit and therefore are able to act with considerable independence in the assigned area of responsibility, receiving only occasional instruction or assistance as new or unusual situations arise.

SUPERVISION EXERCISED

Mechanic I – Exercises no supervision over other employees.
Mechanic II – May exercise technical and project-level supervision over assigned team.
Lead Mechanic – May exercise technical and functional supervision over lower-level staff.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.

- Practices and promotes SEJPA Mission, Vision and Values.
- Repairs, maintains, installs, inspects, troubleshoots, and adjusts a variety of mechanical equipment at treatment facilities. Equipment includes pumps, blowers, compressors, scrapers; hydraulic controls; belt presses, HVAC systems, collectors, gear boxes, belt, chain, and screw conveyors; diesel engines and related power-generation equipment.
- Maintains, installs, inspects, and repairs a variety of pumps, such as centrifugal, positive displacement, and screw.
- Services, lubricates, and adjusts chemical feed and processing equipment; determines excess wear and pump efficiencies; and follows preventive and predictive maintenance practices.
- Maintains, installs, inspects, and repairs complex piping systems of pvc, black and cast iron, stainless steel, and copper tubing; installs, removes, and repairs larger pipes and valves; draws minor new designs; modifies existing piping systems and welded steel pipe, such as nozzles and saddles; and taps, cuts, and threads pipes.
- Monitor the operation of pump station equipment to ensure proper operation; operate pump control systems; troubleshoot mechanical pumping systems; and perform system readings.
- Troubleshoot electrical controls including motor starters, variable speed controllers, breakers, and telephone lines.
- Perform preventive maintenance on process equipment and buildings.
- Care for, store, and provide for security of tools, materials, and equipment; receive and store parts and materials.
- Maintain records and logs; complete reports as needed; utilize computerized maintenance management system (CMMS) for record keeping
- Work from blueprints, schematics, and rough sketches; make rough sketches and working drawings.
- Observe safety precautions regarding confined space entry and maintenance

operations.

- Operate a variety of vehicles, tools, and equipment used in the maintenance and repair of wastewater treatment system and pump station equipment.

- Drives Authority vehicles.

- Perform related duties and responsibilities as assigned.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS

Mechanic I

- Basic materials, methods, practices, and equipment used in mechanical maintenance and repair work.

- Basic principles of record keeping.

- Basic principles of shop math applicable to machine repair and metal fabrication.

- Safe work and driving principles and practices.

- Basic knowledge to operate, maintain, and repair a wide variety of equipment and tools used in wastewater treatment system and pump station operation in a safe and effective manner.

- Perform manual labor for extended periods of time in all types of weather.

- Understand basic operational characteristics of specialized maintenance and repair equipment.

- Understand basic materials, methods, practices, and equipment used in the maintenance and repair of wastewater treatment facilities and equipment.

- Understand basic occupational hazards and standard safety precautions necessary in maintenance and repair work.

- Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

- Learn pertinent Federal, State, and local laws, codes, and regulations.

- Understand and follow oral and written instructions.

- Prepare and maintain accurate and complete records; provide complete documentation of maintenance performed.

- Perform accurate shop mathematics.

- Communicate clearly and concisely, both orally and in writing.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Mechanic II

In addition to those required for the Mechanic I:

- Materials, methods, practices and equipment used in the maintenance and repair of wastewater treatment facilities and equipment.

- Operational characteristics of specialized maintenance and repair equipment.

- Occupational hazards and standard safety precautions necessary in maintenance and repair work.

- Pertinent Federal, State, and local laws, codes, and regulations.

- Uses computer to operate and maintain a CMMS database; prepare reports on status of equipment and records of maintenance performed.

- Knowledge of the safe and proper operation of various types of hand and power tools, gas and electric cutting and welding equipment, precision measuring devices, test meters and gauges.

- Operate, maintain, and repair a wide variety of equipment and tools used in wastewater treatment system and pump station operation in a safe and effective manner.

- Perform skilled maintenance and repair work on wastewater pump stations and treatment facilities and equipment with accuracy, speed, and minimal supervision.

- Perform skilled maintenance and repair work on recycled water treatment, storage, and distribution systems and equipment with accuracy, speed, and minimal supervision.

- Ability to read, interpret and follow blueprints, specifications, manufacturers O&M manuals, contract drawings, equipment troubleshooting guides, illustrated parts breakdowns, assembly instructions, oil analysis, and calibration instructions.

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Lead Mechanic

In addition to those required for the Mechanic II:

- Lead, plan, and participate in maintenance activities involved in activated sludge wastewater treatment, recycled water treatment, laboratory, reservoirs, and pump stations.

- Assist Mechanical Systems Manager in requisition of parts, equipment, and materials as required.

- Verify work of assigned employees for accuracy, proper methods, and the use and operation of tools and maintenance equipment.
- Maintain accurate records and prepare reports as necessary.
- Principles of mathematics.
- Support operations in making the necessary process control adjustments in wastewater and recycled water, and stormwater treatment systems in order to maintain compliance with discharge requirements.
- Conduct informal meetings.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Exercise good judgment, flexibility, creativity, sensitivity, in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Ability to identify opportunities for improvement.
- Accurate documentation of the processes and procedures designated to the position by the Mechanical Systems Manager.
- Verification that all equipment and facilities have been secured as appropriate at the end of the workday.
- Verify all work and conditions under the Lead Mechanic's supervision were conducted in a timely and safe manner.

EDUCATION REQUIREMENTS

High School Diploma or GED required. Training in equipment maintenance and repair and other related specialty course work such as electrical system and instrumentation and controls is desired but not required for the entry level.

EXPERIENCE REQUIREMENTS

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Mechanic I
A minimum of two (2) years' experience in the maintenance and repair of mechanical equipment or relevant construction industry experience.

Mechanic II
Generally, requires four (4) years' experience at journeyman level maintenance, repair, and service of industrial mechanical equipment, pumps, internal combustion engines, or related equipment which clearly demonstrates possession of the knowledge and skills listed above. Specialized course work in compressor systems, hydraulic theory, drive systems and pump operation and maintenance.

Lead Mechanic
Four (4) years recent experience in the maintenance of a wastewater, recycled water, and stormwater treatment facilities with three of the four years as a Mechanic II equivalent or higher. Proven ability to supervise and provide leadership. Comparable experience demonstrated in a relevant industry (e.g., mechanic responsibilities through military service, water treatment plant maintenance, automotive mechanics).

LICENSE/CERTIFICATION REQUIREMENTS

Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver's License, liability insurance, and the ability to be insured under the SEJPA's automobile insurance carrier constitutes possible cause for termination.

Mechanic I
- Mechanical Technologist Grade 1 certification by the California Water Environment Association. New hires may be provided the allowance to obtain within 12 months of accepting position.

Mechanic II
- Mechanical Technologist Grade 2 certification by the California Water Environment Association. New hires may be provided the allowance to obtain within 12 months of accepting position.

Lead Mechanic
- Any combination equivalent to experience and training comparable to the following industry-recognized certifications is preferred.
- Mechanical Technologist 3 or greater certification by the California Water Environment Association. New hires may be provided the allowance to obtain within 12 months of accepting position.
- Desirable, but not required, CWEA Electrical and Instrumentation certifications, Electrical union certification, certification or diploma from technical trade schools.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:
While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Ability to withstand strenuous physical activities for extended periods of time including bending,

crawling, squatting, twisting, climbing, pushing, pulling, and lifting 75 lbs.,

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

The employee will be exposed to cold, heat, noise, outdoors, vibration, confining workspace, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater sludge, effluents, bacteria, viruses, and traffic hazards.

The ability to travel to different sites and locations; availability for shift work, on-call, standby, and emergency call.

Mental Demands:
While performing the duties of this position, the employee is required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

Work Environment:
While performing the duties of this position, the employee's work environment includes but limited to exposure to air contamination, dust, dirt, electrical hazards, fumes, odors, gases, high workplaces, noise, poor lighting, safety of others, shift work, toxic materials, wetness and humidity, and driving on a daily basis; limited exposure to confined workspaces, high or low temperatures. Hearing protection and other personal protective equipment will be required.

QUALIFICATIONS

- Ability to pass SEJPA's pre-employment physical examinations.
- Must comply with SEJPA COVID-19 policies and procedures, which may be amended from time to time.
- Ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENTS

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position. SEJPA is a first responder

government entity that may require you to work outside the traditional work shift, weekends, and holidays.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

Position Last Revised/Updated: February 2023