

**TAHOE-TRUCKEE SANITATION AGENCY**

**Class Specification**

**Job Title: Maintenance Mechanic I/II/III**

**Department: Maintenance**

**FLSA Status: NON EXEMPT**

**Revised as of: 12/2019**

**DEFINITION**

Performs skilled preventive and predictive duties involving the maintenance, repair, rehabilitation, and installation of mechanical equipment associated with wastewater treatment; repairs pumps, valves, pressure and flow control regulators and related equipment; responds to Underground Service Alert requests; and operates heavy equipment.

**DISTINGUISHING CHARACTERISTICS**

Maintenance Mechanic I - This is the entry level class in the Maintenance Mechanic series. Positions in this class typically have little directly related work experience. The Maintenance Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Mechanic II - This is the second level class in the Maintenance Mechanic series and is distinguished from the I level by the assignment of the full range of duties, with only occasional instruction or assistance needed as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

Maintenance Mechanic III - This is the full journey level in the Maintenance Mechanic series. It is distinguished from the Maintenance Mechanic II by the ability to perform the full range of duties assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the II level once the incumbent meets the qualification standards of the III level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

This class is distinguished from the Lead Maintenance Mechanic in that the latter is the lead level responsible for providing technical and functional supervision to an assigned staff.

## **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

### **SUPERVISION RECEIVED AND EXERCISED**

#### **Maintenance Mechanic I**

Reports directly to, and receives immediate supervision from the Maintenance Supervisor or designee; receives technical and functional supervision from a Lead Maintenance Mechanic.

#### **Maintenance Mechanic II**

Reports directly to, and receives general supervision from the from the Maintenance Supervisor or designee; receives technical and functional supervision from a Lead Maintenance Mechanic.

#### **Maintenance Mechanic III**

Reports directly to, and receives general supervision from the from the Maintenance Supervisor or designee; receives technical and functional supervision from a Lead Maintenance Mechanic.

**EXAMPLES OF DUTIES (for Maintenance Mechanic I/II/III):** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs skilled duties and responsibilities in the maintenance, repair, service, and troubleshooting of equipment and machinery associated with the Agency's wastewater treatment plant and related facilities including pumps, engines, electric motors, valves, aeration blowers, emergency generators, air compressors, hydraulic systems, pneumatic systems, filters and vehicles.
- Performs troubleshooting using visual inspection to determine cause of malfunction on wastewater treatment plant equipment.
- Rebuilds and overhauls equipment by disassembling, cleaning, and repairing mechanical malfunctions; reassembles, installs and tests equipment to ensure that it is in proper working condition; disassembles machinery to carefully evaluate for required machine work and parts; cleans, bead blasts, primes and paints prior to reassembly; tests equipment to ensure proper operation.
- Maintains appropriate records and documentation of repairs; reviews, revises and implements maintenance schedules.
- Utilizes Computerized Maintenance Management System (CMMS) to track work orders, preventative maintenance and asset management.
- Identifies and mitigates unsafe work conditions and maintains safe work practices such as "lock-out/tag-out," confined space entry and fall protection.
- Operates Agency commercial vehicles (including 10-wheel dump truck and combination hydro vac/sewer cleaning truck), trucks, rubber-tired loader, skid-steer, backhoe, forklift and maintenance cart. Performs snow removal and equipment transports.

## **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

- Operates a variety of hand tools, machine powered tools, light and heavy equipment; utilizes proper rigging and lifting techniques and methods.
- Perform line location consistent with Underground Service Alert requirements.
- Reads and updates blueprints and schematics as required to assist in repairs; prioritizes and coordinates the appropriate timing to service equipment; estimates labor and materials necessary to complete the needed work; orders replacement parts to perform maintenance and repairs as necessary.
- Performs confined space entries in order to inspect, clean and/or make repairs.
- Performs welding and metal fabrication utilizing various welding techniques.
- Utilizes lathes, mills and other machine shop equipment to fabricate parts.
- Performs building and yard maintenance, cleaning and custodial duties; paints utility equipment, keeps work area in a neat and orderly condition.
- Trains less experienced staff on performing complex rebuilds of plant equipment..
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Maintenance Mechanic I**

##### **Knowledge of:**

- Uses and purposes of tools and equipment used in general construction and mechanical equipment maintenance and repair.
- Basic record keeping procedures.
- Basic welding practices.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

##### **Ability to:**

- Learn to repair, maintain and troubleshoot a variety of mechanical equipment associated with wastewater treatment facilities.

### **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

- Learn all requirements and essential aspects of the job, learn and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.
- Learn to diagnose malfunctions and determine effective courses of action for correcting them.
- Use safety precautions related to all work performed including that which occurs in hazardous environments such as confined space.
- Adhere to Agency safety policies and procedures and utilize appropriate Personal Protection Equipment.
- Learn to safely operate and maintain hand tools, machine powered tools, light and heavy equipment.
- Learn to safely utilize rigging and lifting techniques and methods.
- Read and update blueprints and schematics.
- Perform line locating .
- Accurately perform mathematic calculations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

## **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

### **Experience and Education:**

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

### **Experience:**

Two years of increasingly responsible experience performing maintenance and repair duties, preferably in a utility environment.

### **Education:**

Equivalent to the completion of the twelfth grade.

## **SPECIAL QUALIFICATIONS**

### **License and Certificate:**

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade I certification is required within three qualifying test cycles of appointment (approximately 18 months).

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

## **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

### Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

#### **Knowledge of:**

- Standard operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair and service of equipment related to wastewater operations.
- Methods for troubleshooting and diagnosing problems with equipment and machinery.
- Safe work practices such as lock-out/tag-out, confined space entry, fall protection, and Personal Protection Equipment use
- Pertinent local, State and Federal laws, ordinances, rules and regulations.
- Methods and procedures to disassemble machinery to carefully evaluate it for required machine work and parts.
- Methods and procedures of how to estimate and prioritize the work and to order parts and equipment.
- Principles and practices of maintaining detailed records.

#### **Ability to:**

- Independently perform a variety of semi-skilled to skilled repair, maintenance, and service tasks involving pumps and motors and other equipment associated with the operation of wastewater treatment plants.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Respond to emergency situations.
- Read a variety of technical documentation, schematics, blue prints and related documents. Operate a computer to access, enter and retrieve data.
- Prioritize workload to meet deadlines.

## **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

### **Experience and Education:**

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

### **Experience:**

Two years of responsible work experience similar to Maintenance Mechanic I with T-TSA.

### **Education:**

Equivalent to the completion of the twelfth grade.

### **SPECIAL QUALIFICATIONS**

#### **License and Certificate:**

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade II certification is required at time of appointment.

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

## **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

### **Maintenance Mechanic III**

In addition to the qualifications for the Maintenance Mechanic II:

#### **Knowledge of:**

- Advanced operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair and service of equipment related to wastewater operations.
- Advanced methods for troubleshooting and diagnosing problems with equipment and machinery.

#### **Ability to:**

- Independently perform a variety of skilled and complex repair, maintenance, and service tasks involving pumps and motors and other equipment associated with the operation of wastewater treatment plants.
- Assist with the training of new staff.

#### **Experience and Education:**

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

#### **Experience:**

Two years of responsible journey experience similar to Maintenance Mechanic II with T-TSA.

#### **Education:**

Equivalent to the completion of the twelfth grade.

### **SPECIAL QUALIFICATIONS**

#### **License and Certificate:**

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade III certification is required at time of appointment.



## **CLASS TITLE: Mechanic I/Mechanic II/Mechanic III**

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

### **PHYSICAL REQUIREMENTS (for Maintenance Mechanic I/II/III)**

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk, table, counter, confined space, in a shop, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

### **WORKING/ENVIRONMENTAL CONDITIONS (for Maintenance Mechanic I/II/III)**

Work is performed in a plant environment subject to typical plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.