

CITY OF SANTA CRUZ UTILITY MAINTENANCE TECHNICIAN

Reports to Water Facilities Field Supervisor or Wastewater Mains Field Crew Leader

Supervises Non-Supervisory

Bargaining Unit Service

BASIC FUNCTION

Under direct supervision, assists in performing a variety of electrical and mechanical maintenance work in either the Public Works Wastewater Systems division or the Water Department on the City's wastewater treatment plant, wastewater collections system, or water treatment plant and remote facilities.

DISTINGUISHING CHARACTERISTICS

The <u>Utility Maintenance Technician</u> is the entry and training level of the Maintenance series. Incumbents assist in performing routine preventive and minor repair maintenance under general supervision and assist journey-level Mechanical Technicians and Electrical/Instrumentation Technicians or other plant personnel in a variety of more complex maintenance work in Water or Wastewater. Incumbents are required to obtain a California Water Environment Association (CWEA) Plant Maintenance Technologist Grade 1 certification within 18 months of date of hire.

The Utility Maintenance Technician classification is distinguished from the next higher levels of Wastewater Mains Mechanical Technician II, Water Facilities Mechanical Technician II, or Wastewater Facilities Electrical/Instrumentation Technician II in that the latter positions are the journey-level classifications responsible for performing the more complex, specialized assignments requiring a higher degree of experience, knowledge, and certification.

TYPICAL DUTIES (May include, but are not limited to, those duties listed below.)

- Performs regular preventive maintenance on plant equipment such as greasing valves, motors or other drive parts, changing oil and making minor engine adjustments.
- Helps install, test, calibrate, and maintain electrical systems and equipment.
- Continually inspects plant equipment and related facilities.
- Assists in installing, servicing, and maintaining a variety of water treatment and distribution or wastewater treatment and collection equipment such as internal combustion engines, motors, pumps, pipelines, valves, etc.
- Performs minor electrical maintenance such as troubleshooting and disconnecting motors and replacing fuses; may assist other mechanics in more complex electrical repairs.
- Operates a variety of test equipment and use small hand tools in the maintenance and repair of electronic and related equipment and systems.
- Maintains work logs, inventory and equipment control records, and preventive maintenance records and activities, such as making sure oil and grease schedules are maintained.
- Inspects plant equipment and remote facility equipment.
- Performs services and repairs on tools and power equipment.

City of Santa Cruz Utility Maintenance Technician

- May occasionally assist treatment plant operators or perform general maintenance work as required.
- May use a computerized maintenance management system (CMMS) or other computerized monitoring and operating systems.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 100 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat and cold. May use chemicals and cleaning products which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power tools and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and enter confined spaces. Some positions require the incumbent to work both in and around oceanic surf to perform assigned duties. Depending on assignment, the incumbent may be required to respond to after hours emergency call outs and to wear a uniform. An incumbent may perform assigned duties while wearing respiratory protection equipment and/or Arc Flash safety equipment. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Major parts of standard drive equipment such as motors and pumps.
- Routine equipment maintenance tasks including greasing, changing oil, replacing parts.
- Basic safety procedures used in manual labor.
- Basic electrical knowledge with an emphasis on electrical safety.

Abilities:

- Identify and appropriately use common hand tools.
- Take and record readings accurately.
- Learn to perform technical procedures and skilled tasks.
- Make sound decisions within established guidelines.
- Follow oral and written instructions.
- Communicate effectively orally and in writing.
- Basic computer skills for data entry
- Complete and maintain accurate records.
- Establish and maintain effective working relationships with others.
- Work effectively as a member of a crew.
- Act in a courteous and tactful manner with members of the public.
- Observe safety principles and work in a safe manner.
- Safely handle hazardous materials

• Perform assigned duties while wearing respiratory protection equipment.

OTHER REQUIREMENTS

- Must successfully complete the city's respirator fit testing protocols; may be required to be clean shaven.
- Willingness to work flexible hours, including holidays, evenings, weekends, and overtime as assigned.
- Willingness to perform call back work and standby duty as required; must remain available to be contacted by phone or pager and be able to report to work within a thirty (30) minute period when standing duty.
- Willingness to wear a uniform.
- Successful completion of training as a forklift operator within one year of appointment.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge, skills and abilities may be qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school diploma or G.E.D.
- 1 year of mechanical or electrical experience that includes the routine maintenance of standard drive equipment such as motors and pumps.

LICENSES/CERTIFICATES

- Possession of and continued maintenance of a valid California Class C driver's license and a safe driving record.
- CWEA Plant Maintenance Technologist Grade 1 certification within 18 months of date of hire.

Public Works Wastewater Systems Division

- Possession and continued maintenance of First Aid and CPR certification within one year.
- Must obtain California Class B driver's license with proper endorsements before end of probationary period.

DESIRABLE QUALIFICATIONS

• Possession of CWEA Plant Maintenance Technologist Grade 1 certification.

Water Department

- Possession of a Grade T1 Water Treatment Plant Operator certificate or a Grade D1 Water Distribution Operator certificate issued by the State of California Department of Health Services.
- Possession and continued maintenance of First Aid and CPR certification.

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Career Path

	Public Works Department			Water Department
	<u>Wastewater</u>		<u>Water</u>	
<u>Level</u>	<u>Mains</u>	Wastewater Treatment		<u>Production</u>
Advanced				
Journey or		 Wastewater 	Wastewater Facilities	
Lead		Facilities Lead	Lead Electrical/	 Water Facilities
Advanced		Mechanical	Instrumentation	Mechanical
Journey		Technician	Technician	Technician III
		 Wastewater 		
	 Wastewater 	Facilities	 Wastewater Facilities 	 Water Facilities
	Mains Mechanical	Mechanical	Electrical/Instrumentation	Mechanical
Journey	Technician II	Technician II	Technician II	Technician II
		 Wastewater 		
	Utility	Facilities	 Wastewater Facilities 	Utility
	Maintenance	Mechanical	Electrical/Instrumentation	Maintenance
Entry	Technician	Technician I	Technician I	Technician