JOB DESCRIPTION

TITLE: MAINTENANCE TRAINEE

SECTION: BUILDING TRADESWORKERS

DEPARTMENT: TRADES AND SUPPORT

REPORTING RELATIONSHIP:

Reports to: Building Trades Supervisor

Supervises the following positions: Not applicable

DEFINITION: Under immediate supervision, this position will perform installation, repair and maintenance of any District facility and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is the entry level for a maintenance position. Incumbents in this class are required to develop a working knowledge of the area of expertise to which they are assigned.

ESSENTIAL FUNCTIONS:

1. Monitors the operation of pumps, valves, motors and other mechanical equipment.
2. Performs preventative maintenance on all related equipment of the District’s plants, pumping stations, well sites and irrigation stations.
4. Performs grounds and landscape maintenance.
5. Maintains logs, records and charts.
6. Keeps tools in good working condition.
7. Exercises good housekeeping and proper safety practices.
8. Performs other duties as required.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Incumbents within the sanitation section must secure a Grade I certification from the California Water Pollution Control Association with 18 months from taking the position.

Failure to comply with special requirements may influence classification or employment.

Experience: Any combination of training and experience that would meet the required knowledge and abilities.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:

Abilities:  -Diagnose minor problems on equipment.
- Maintain logs, records, reports and charts.
-Understand and carry out oral and written directions.
-Work cooperatively with others.

PHYSICAL REQUIREMENTS:

1. Drives District truck to job sites. Communicates using a two-way radio.

2. Perform heavy manual labor in extreme weather conditions including heat and rain. May work with chemicals, fumes, dust, exhaust and raw sewage.

3. Carries heavy tools and equipment over uneven terrain.

4. Lift and carry equipment and materials weighing in excess of 50 pounds.

5. Driving:  Moderate

See physical assessment form for detailed requirements.

I acknowledge that this job description is an accurate representation of this position as of this Date:

Approval Department Head:  ________________  Date:  ____________

Approval General Manager:  ________________  Date:  ____________