

JOB DESCRIPTION

Coachella Valley Water District

DATE: May 2005

TITLE: Mechanical Technologist I

SECTION: Mechanical

DEPARTMENT: Operations

REPORTING RELATIONSHIP:

Reports to: Mechanical Supervisor

Supervises the following positions: Not Applicable

DEFINITION: This is the entry level position in the Mechanical Technologist job series. Under immediate supervision, employees in this position perform routine maintenance on the mechanical and electrical equipment in operation at the District's reclamation plants, pumping stations, and related facilities, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: Individuals in this job class will assist higher level mechanical technologists in their assigned duties and have general knowledge of the location of the District's reclamation plants, pumping stations, and related facilities.

ESSENTIAL FUNCTIONS:

1. Interprets work from basic drawings, schematics, sketches, and written and verbal instructions.
2. Performs basic maintenance, repairs, fabrication, and rebuilding of shop, field and plant equipment used in water and/or wastewater treatment facilities and pump stations.
3. Lubricates, adjusts, and maintains shop, field, and plant equipment, including inspection, cleaning, and repairing of wet wells, pipelines, pumps, compressors, valves, chemical feed, and processing equipment.
4. Performs basic preventive and corrective maintenance by isolating power, troubleshooting problems, making repairs, restoring power, and checking for proper operation.
5. Assists in the installation of, inspection, and repair of a variety of pumps, such as centrifugal, positive displacement, and screw; services, lubricates, adjusts, and maintains pumps; removes and installs packing and most seals.
6. Uses basic oxygen/acetylene welding skills to perform basic heating and cutting of materials and to fabricate simple projects.
7. Maintains, installs, inspects, and repairs piping systems of galvanized, PVC, stainless steel, and copper tubing; identifies types of piping, fittings, and basic valves; cuts and threads pipes; makes minor modifications to existing piping systems.

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ESSENTIAL FUNCTIONS (Cont.)

8. Performs basic routine maintenance and repair tasks on engines, such as changing oil, belts, and spark plugs; replaces filters; obtains oil and fuel samples; and takes hydrometer readings of coolant and battery fluids.
9. Performs regularly scheduled maintenance, inspection, and repair tasks on comminuting and grinding devices; replaces and adjusts cutters and combs; cleans bar screens; lubricates devices; and assists others in the more complex repairs.
10. Performs basic maintenance, inspection, and repair tasks on mechanical and electrical drive components.
11. Maintains, inspects, and repairs a variety of hydraulic, pneumatic and electrical process control equipment.
12. Follows safe and proper use of various hand and power tools and test instruments.
13. Follows proper safety practices, precautions, and procedures, such as confined space entry, storing, handling, and transporting gases, using correct lockout and tagout procedures; and assists in rigging as required for the movement or placement of heavy machinery and equipment.
14. Completes minimal work process documentation.

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.

AND

Within 24 months of position appointment, must obtain a Mechanical Technologist Grade I certification from the California Water Environment Association.

Special Requirement: Must be able to tolerate the District's immunization program.

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

Training and Experience: Possession of a Mechanical Technologist Grade I certification from the California Water Environment Association; or a minimum of one year experience at a maintenance trainee level or in a mechanical and/or electrical maintenance field; No education may be substituted for experience.

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MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:

- Mechanical equipment and electrical devices.
- Tools, including power tools, and the proper use of those tools.
- District policies, procedures, and safety procedures.

Ability to:

- Take and carry out orders from higher level technologists, or level assigned as in charge.
- Work under adverse conditions.
- Be available to work standby, overtime, and shift work.
- Work cooperatively with others.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle to job sites including over rough terrain. Uses a two-way radio to communicate.
2. Works in extreme weather conditions including heat and rain. Will work in areas containing dust, fumes, exhaust.
3. Climbs ladders and work at heights up to 100 feet.
4. May work in potential confined spaces. Must have the ability wear and use appropriate safety equipment including a Self Contained Breathing Apparatus (SCBA).
5. Will work nights, weekends, holidays, and overtime when required.
6. Lift and carry objects in excess of fifty pounds.

See Human Resources for physical assessment form.