

Pebble Beach Community Services District

JOB DESCRIPTION

MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, a Maintenance Technician performs a wide variety of tasks associated with the operation, maintenance and repair of the District's nine pump stations in its wastewater collection and recycled water distribution systems. Assignments include performing manual labor and skilled work usually involving maintenance and repair of the pipelines and appurtenant facilities to the District's sewer collection and recycled water distribution system and storage facilities.

DISTINGUISHING CHARACTERISTICS

Maintenance Technician is a master working level classification in the job series allocated to wastewater system maintenance, and performs the most highly skilled and complex work required. Maintenance Technician is distinguished from the lower level classifications of Maintenance Worker II by its leadworker responsibility, ability to work independently with minimal supervision and superior performance of the most complex tasks, such as maintenance and repair of pumps, motors and control systems.

DESCRIPTION OF ESSENTIAL DUTIES

- Serves as leadworker of District's wastewater system maintenance crew or works independently; prioritizes daily work assignments; monitors the work for adherence to established procedures and use of proper techniques; supervises confined space entries; provides feedback to employees and the Field Operations Supervisor regarding the quantity and quality of work performed.
- On a rotational basis, is assigned stand-by duty to respond to service calls and telemetry alarms after normal business hours. Must be able to respond to emergency situations within 30 minutes.
- Mentors and/or trains maintenance crew personnel in proper wastewater system repair, maintenance techniques and procedures.
- Performs difficult and complex maintenance on pump stations; diagnoses problems and performs repairs; services, and supervises the overhauling of pumps, motors and other related equipment.
- Inspects nine pumping stations and water storage facilities, reads and interprets gauges, meters and charts; checks and adjusts various equipment and records data used to plan preventive maintenance program.
- May inspect construction and repair work to lines and pump stations performed by contractors, construction and connection of house laterals to the District's main sewer lines; and assist in the

training of Maintenance Workers assigned to pump stations maintenance.

- Operates heavy and special equipment, including crane truck, dump truck, high pressure sewer line cleaning truck, and backhoe to perform maintenance and construction work on pump stations, sewer lines and appurtenances, including manholes, risers, backflow valves, pipe sections and sewer laterals.
- Performs television inspection of sewer lines to determine their condition.
- Prepares work sites, transports required tools to the work sites, loads and unloads materials, equipment and materials; and returns tools and equipment to proper storage sites.
- Adheres to and monitors safe work practices and recommends additional safety precautions, rules, and practices at all work sites as necessary.
- Responds to public service requests and inquiries in a timely and courteous manner; provides information within the area of assignment and exercises judgement in the use of delegated and defined authority to resolve complaints.
- Maintains basic records, such as daily work production, use charts for reclaimed water meters, Underground Service Alert inspection forms, pre-trip inspection forms, service requests and other daily work forms.
- Uses the District's computerized geographic information system ("GIS") to research information about lines, pump stations and other facilities; regularly enters maintenance data to update service records in the District's information systems database.
- Uses technical operating manuals to diagnose operating problems, identify replacement parts, and to determine repair procedures and schedule maintenance of mechanical and electrical equipment in pump stations.

GENERAL QUALIFICATIONS

Education and Experience: Any combination of education, training and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of qualifying is to have four years of satisfactory wastewater system maintenance experience and obtain a Grade III certificate in Collection Systems Maintenance issued by the California Water Environment Association ("CWEA"). The experience and knowledge is usually gained through performing in the Maintenance Worker I and II positions and successful completion of specialized in-service training in maintenance and operation of centrifugal pumps, electrical motors, basic electrical systems, instrumentation and SCADA system controls.

Licenses, Certificates or Credentials:

1. Maintain a valid Class B California driver's license. Have and maintain a satisfactory driving record, and be insurable by the District for operation of District vehicles.
2. Possessing a valid CWEA Grade III certification is highly desirable for employment with the District as a Maintenance Technician. It is the employee's responsibility to make timely application to CWEA for biannual renewal of the certification.
3. Maintain a First Aid and CPR certificate issued by the American Heart Association or the District Fire Department.

Knowledge of the common tools, equipment, materials and methods used in the maintenance,

repair, installation and construction of sewer lines and recycled water distribution systems; safe working practices pertinent to wastewater collection maintenance, repair and construction, including trench shoring practices; and basic mathematics used in these activities.

Skill to operate heavy and specialized equipment, including electrical, hydraulic, mechanical and hand-operated devices used in performing sewer system maintenance and construction.

Ability to understand and carry out oral and written directions; evaluate work problems and make corrections to facilitate completion of assignments; recognize situations that require consultation with the Field Operations Supervisor; and read and interpret diagrams of mechanical and electrical equipment and a variety of wastewater system plans and profiles. The incumbent must have the ability to maintain work-related records manually and via the Districts computerized information system; establish and maintain cooperative working relationships with other District staff; communicate verbally in English about work with other crew members and supervisory staff. In addition, the classification requires maintaining a level of physical strength and dexterity sufficient to perform manual labor and physically controlling required materials and equipment, and safely entering and exiting underground pump stations and a large reclaimed water storage tank.

Other Requirements:

1. Demonstrate by performance and professional certification, comprehensive expertise in operating, maintaining, diagnosing and correcting problems in pumps, pump motors, piping, and mechanical and electronic programmable logic controls systems.
2. Possess physical characteristics to perform the essential duties of the classification, including a level of physical fitness sufficient to lift and carry a 50-pound sack of concrete, materials and tools weighing a comparable amount. Must also maintain a level of physical fitness sufficient to regularly and safely enter and exit underground pump stations, high step work vehicles, manholes, vaults, a large storage tank, steep reservoir embankments and off-road easements.
3. Must be willing to work in cramped, enclosed places, some of which are designated as OSHA confined spaces, sometimes working in awkward positions and in an environment which may include exposure to raw sewage and/or toxic or hazardous wastes and gases.
4. Must be willing to work outside and during inclement weather conditions.
5. Must be sufficiently clean-shaven to maintain a facial seal when wearing pressurized self-contained breathing apparatus or other mandatory required respiratory protection equipment. Employee's hair must either be cut or physically constrained to avoid exposure to moving parts of machinery, equipment or tools.
6. Must be willing to work overtime, to serve on rotational on-call shift assignments after normal business hours and be able to respond to emergency or urgent service calls within 30 minutes.

Approved by General Manager: 9/18/20

Approved by Board of Directors: 9/25/20