



# JOB DESCRIPTION

<b>POSITION</b>	Construction & Maintenance II / Mechanic	<b>SAFETY SENSITIVE</b>	Yes
<b>SALARY RANGE</b>	Range 22	<b>ESTABLISHED DATE</b>	08/18/2021
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE(S)</b>	
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under general supervision, the Construction & Maintenance II / Mechanic is responsible for performing a variety of skilled assignments in the installation, maintenance, and repair of the water system; more specifically, transmission and distribution systems and any appurtenances such as fire hydrants, services, air vacuum valves and any fixtures associated with the system; to perform skilled maintenance and repair work on heavy-duty gasoline and diesel powered trucks and construction equipment; Performs related work and other duties as required.

## DISTINGUISHING CHARACTERISTICS

The Construction & Maintenance II / Mechanic is a journey-level position that independently performs technical and specialized duties. This classification requires significant previous work experience in the appropriate field, and the incumbent is expected to be fully trained, competent, and able to work with limited supervision.

## SUPERVISION RECEIVED/EXERCISED

This position receives direction from the department head, manager, or supervisor, as assigned and provides training and mentorship to other employees of the District.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

- Assists in work direction and training for entry-level field maintenance staff.
- Performs a wide range of duties related to the maintenance, installation, and repair of water distribution appurtenances and lines on a scheduled or emergency basis.
- Performs fire hydrant flow testing.
- Chlorinates mainlines as directed.
- Interpret maps and solve problems with multiple variables.
- Calculate dosages; solve field arithmetic.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Review design and as-built drawings of new distribution and production facilities related to departmental needs and requirements.
- Estimate necessary equipment and materials to complete work assignments.
- Provides written records and field drawings related to departmental needs and requirements.
- Performs a wide range of duties related to fleet maintenance, including but not limited to inspections, diagnostics, and repairs on a scheduled or emergency basis.
- Coordinate, schedule, and audit vehicle maintenance repairs to include preventative, mechanical and electrical repairs to tractors, trucks, and trailers.
- Service vehicles according to established preventive maintenance schedules, including but not limited to rotating and balancing tires; change oil and filters; lubricate vehicle parts; inspect and replacing hoses, belts, mirrors, lamps; and maintaining all fluid levels.
- Maintain District compliance with all regulatory agencies in regards to fleet maintenance.

- Operate tools, equipment, and machinery according to prescribed safety procedures.
- Manage facilities, assuring a clean and safe working environment
- Coordinate work of outside contractors as related to departmental needs and requirements.
- Coordinates, schedules, and monitors repair work with outside vendors.
- Help keep shop, equipment, and tools in safe operating condition
- Compile memoranda, data reports, written correspondence, develop written procedures related to departmental needs and requirements, and maintains various logs and records.
- Purchases, orders, stocks, and maintains inventory and equipment; obtains competitive bids and estimates; and controls the repair and inventory costs.
- Operates computer system related to departmental needs and requirements.
- Follows safe and proper working conditions in adherence with industry and District safety programs and protocols; and correct unsafe conditions in the work area and report any conditions that are not correctable immediately.
- Attends position related seminars and training events.
- Responds to call-outs after hours, weekends, and holidays.
- Participates in the District's "on-call" rotation as assigned.
- Deals effectively and courteously with customers and the general public responding to complaints and inquiries.
- Performs other duties related to the classification as assigned.

#### MINIMUM QUALIFICATIONS

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

#### Experience:

- Minimum of five (5) years of responsible work experience in the installation, maintenance, and repair of a water service system, including experience with field customer relations work.
- Minimum of five (5) years of responsible work experience with increased responsibility in the skilled maintenance and repair of construction equipment and trucks.

#### Education and/or Training:

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

**Certificates, Licenses, Registration:** Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

**Other Requirements:** This is a safety-sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

#### PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

#### Knowledge:

- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- Methods, materials, and equipment used in vehicle repair and maintenance.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- General computer operations.
- Customer relations techniques.
- Advanced mechanical principles.

- Proper work safety standards.
- Tools, equipment, lubricants and procedures in the servicing, overhaul, repair and maintenance of construction equipment and trucks.
- Operation and maintenance of diesel and gasoline-powered equipment and trucks.
- State regulatory, emissions, and inspection requirements.

**Skills:**

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

**Abilities:**

- Maintain records and compile data into written reports.
- Inspect, diagnose, repair, and maintain equipment, trucks, and other power equipment.
- Read mechanical diagrams.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Respond to requests to help with field water system repairs.
- Use computer systems and software packages related to the needs of the District.
- Ensure compliance with District's Injury and Illness Prevention Program.
- Work with little or no supervision.
- Operate assigned vehicles and equipment with skill and safety.
- Read, understand, and carry out written and verbal instructions.
- Communicate effectively, orally, and in writing.
- Make mathematical calculations with speed and accuracy.
- Maintain accurate records.
- Work standby on a rotating basis.
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

**Work Environment:**

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

**Equipment Use:** Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines. Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand

tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment. District vehicles & equipment.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

**Travel:** Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis. Position subject to alternative 4/10 workweek schedule.

### EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

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Print Employee Name

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Employee's Signature

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Date