



MAINTENANCE TECHNICIAN

CLASSIFICATION SPECIFICATION

FLSA STATUS: Non-Exempt

BARGAINING UNIT: General

JOB SUMMARY

Works under supervision to perform all maintenance on District buildings including, but not limited to, carpentry, electrical, plumbing, concrete work, and general maintenance of District property; operate light and medium maintenance and construction equipment in the installation and repair of water main and service lines and meters; install, repairs, and tests electrical systems; perform a variety of semiskilled and unskilled work; and perform related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

The Maintenance Technician is a journey-level classification responsible for a wide range of installation, maintenance, and equipment operation to ensure the facilities and infrastructure of the District remain functional. The Maintenance Technician is distinguished from the Maintenance Mechanic in that the Maintenance Technician is primarily responsible for facility maintenance while the Maintenance Mechanic is primarily responsible for the plant equipment and machinery.

WORK SCHEDULE

The Maintenance Technician generally works Monday-Friday 7:00 am to 3:30 pm with some flexibility in hours. Often may be required to change working hours and/or work overtime as needed for routine and emergency conditions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Duties may include, but are not limited to, the following:

- Constructs, remodels, repairs, or removes wood frame, concrete, masonry, metal, and other types of structures utilizing a variety of skills including carpentry, plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting.
- Works independently or as a member of a crew to participate in the repair, replacement, operation, and maintenance of District facilities including buildings, office structures, treatment plant, corporation yard, and pump stations.
- Maintains and repairs bathroom facilities, including restocking of supplies such as toilet paper, paper towels, soap, etc.
- May function as Crew Lead to accomplish necessary construction and repairs, as needed.

- Assists maintenance crews in the installation of pipelines, leak repairs, hydrant installations, meter installations, road repairs, concrete repairs and other infrastructure maintenance as needed.
- Safely operates heavy equipment including backhoes, loaders, forklifts, dump trucks, boom trucks, and excavators.
- Maintains and landscapes the corporation yard and office grounds/ parking lots including irrigation-related activities.
- Inspects and maintains HVAC systems.
- Contacts, coordinates, and schedules required services from outside agencies or vendors.
- May assist other staff with the maintenance and repair of tank sites, such as fence repair, green waste, etc.
- Uses and maintains a wide variety of hand and power tools and test equipment related to the work; operates a truck daily.
- Maintains accurate records; makes oral and written reports of work performed and documents modifications made.
- Complies with all District policies, procedures, and rules and regulations, including all safety standards.
- Maintains regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as assigned.

Knowledge of:

- Broad overall District operations including water delivery and distribution system
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Materials, methods, and the tools to construct objects, structures, and buildings as well as maintenance of buildings and grounds.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Electronics, pipe fitting, painting, plumbing, millwright, and mechanics including their design, installation, testing, uses, repair, and/or maintenance.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

Ability to:

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determines objectives, sets priorities, and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Perform research, analyze, and evaluate information to evaluate alternatives and make recommendations.
- Follow oral and written directions.
- Follow technical directions with minimal supervision.
- Demonstrate regular and predictable attendance.

DESIRABLE QUALIFICATIONS

Education and Experience:

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

High School diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

Experience:

Two (2) years of journey level experience in carpentry, concrete; or welding.

Required License, Certificate or Training:

- Driver's License: Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. May be required by the district to obtain a California Class A driver license during employment. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Electrical, welding, or other construction certificates. Possess or acquire, within one (1) year of hire, (District will provide Forklift Operator Training.)

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.

- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently works in confined spaces.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

HISTORY:

- Revision date: September 2022, September 2023
- Approval/Adoption date: December 18, 2024