

## MAINTENANCE WORKER

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under direct supervision, performs a variety of routine maintenance duties supporting wastewater operations and maintenance, including collections, electrical, instrumentation, and/or mechanical maintenance; operates and maintains a variety of tools and equipment; performs preventive and corrective maintenance duties in assigned area; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This classification is the first level within multiple maintenance job series such as collections, mechanical maintenance, electrical, and instrumentation with tasks dependent on the operational area assigned. Positions perform a variety of routine tasks in the maintenance and repair of assigned facilities and systems. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level exercise less independent judgment and initiative in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Participates in the construction, installation, servicing, maintenance, and repair of a variety of facilities, systems, equipment, vehicles, and machinery; ensures proper working conditions; identifies complex issues and refers to appropriate supervisor and/or staff.
- Inspects and monitors the general operations of OC San's power plant and gas compressors; maintains and troubleshoots internal combustion engines, steam turbine generators, energy steam systems, and auxiliary support and safety equipment.
- Assists in cleaning sewer lines, manholes, and wet wells; reads line location blueprints; opens manhole covers; sets-up atmospheric monitors and tests for odors; enters confined spaces to remove debris from lines; removes debris; shovels grit at bottom of wet well and scrapes all grease that is on wall of wet well; operates flush truck to clean smaller lines by way of high pressure water hose.
- Locates underground utilities using blueprints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Assists in performing manhole frame and cover replacement duties; raises manhole covers to street level by operating jackhammer to remove asphalt and concrete; lifts manhole ring with appropriate equipment; mixes cement, sand, and gravel to form concrete; removes broken asphalt and concrete;

- pours and smooths concrete and resets ring cover.
- Assists in performing inspection, maintenance, repair, and overhaul of various mechanical equipment; performs machine and motor alignments; maintains healthy engine conditions using a variety of analyzer equipment.
- Performs routine pump station repair work; assists in troubleshooting pumps and other equipment; identifies malfunctions and take corrective action; assists in installing and monitoring flow meters and gas flaps in sewer lines.
- Cleans and calibrates process control instrumentation and related equipment.
- Performs routine electrical circuit installation for additions or modifications; bends and installs conduit; pulls wire and wiring in conduit as shown on blueprint and testing system for proper installation.
- Maintains and repairs facilities, landscape, and irrigation systems and performs pest control in and around OC San facilities.
- Reads, interprets, and understands plans, schematics, diagrams, blueprints, and drawings.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and OC San workers.
- Performs duties in confined spaces utilizing approved safety equipment and in adherence to OC San safety policies and procedures.
- Maintains records of maintenance and repairs performed.
- Operates a variety of equipment and hand and power tools as directed in a safe and efficient manner to accomplish assigned tasks.
- Conducts traffic control when working in high traffic areas; controls and diverts traffic using traffic cones, flag stands, signs, arrow boards and hand paddles.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing wastewater equipment, vehicles, and facilities.
- Practices, techniques, materials, and equipment used in the maintenance of buildings and grounds.
- Basic operational principles of a wastewater treatment facility.
- Basic operational characteristics of equipment and tools used in the area of work assigned.
- Basic practices and procedures of traffic control.
- Shop mathematics.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the maintenance and repair of equipment.
- Principles and procedures of record keeping.
- The structure and content of the English language to effectively perform the work.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a variety of maintenance and repair work in the area of work assigned.
- Operate and maintain a variety of hand and power tools used in the work in a safe and effective manner.
- Read, interpret, and understand plans, schematics, diagrams, blueprints, and drawings.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle and travel to various Sanitation District sites, projects, and/or meetings.

- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, and prudence within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D.; AND
2. One (1) year of maintenance, construction, or repair experience.

### **Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License
- In addition, when assigned to Collection Facilities Maintenance, must possess a:
  - Valid California Class B Driver's License with air brakes and tanker certificate within 12 months of placement in position.

### **Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

### **PHYSICAL DEMANDS**

- Mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders and scaffolding, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various OC San sites.
- Perform medium to heavy physical work; to lift, carry, push, and pull materials and objects a weight of up to 51 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.
- Possible entry into confined spaces and the use of confined entry equipment.
- Vision to inspect and operate equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

### **ENVIRONMENTAL ELEMENTS**

- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.