



BODEGA BAY PUBLIC UTILITY DISTRICT

P.O. BOX 70 • 265 DORAN PARK ROAD • BODEGA BAY, CALIFORNIA 94923 TELEPHONE 707-875-3332

FAX 707-875-9610

MAINTENANCE MECHANIC I

Definition/Summary

Under general supervision, the Maintenance Mechanic, installs, tests, repairs and performs major and minor mechanical work on wastewater treatment facilities, water facilities equipment and machinery, including repair work on District pumps, and related equipment, automotive equipment, gauges, District reservoirs and well sites, and performs related duties as required.

Essential Functions

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Inspects, diagnoses, services, and maintains oil and air filters, magnetic starters, bearings, packings, mechanical seals, oil lines, drippers, and gauges, locates mechanical problems on automobiles, light trucks, and a variety of power-driven equipment.
- Repairs and maintains automatic pump control systems, including liquid level controls, automatic valves, check valves, globe valves, and gate valves.
- Tunes up engines, replacing ignition parts, and cleaning and adjusting carburetors and fuel injection systems.
- Measures amperage, voltage, water levels, and pumping levels.
- Replaces or repairs faulty parts including wheel bearings, shock absorbers, exhaust systems, steering mechanisms, and related parts.
- Diagnoses and repairs electrical system malfunctions.
- Performs a variety of preventive maintenance on pump engines, pump buildings, equipment, and facilities.
- Inspects contractor's work on District pumping equipment.
- Repairs and adjusts portable generators.
- Obtains parts as necessary for the completion of jobs. Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Regularly attends and adheres to prescribed work schedule to conduct job responsibilities.

Other Duties

- Maintains work, time, and materials records.
- Performs emergency repairs as necessary.
- Tests repaired vehicles and equipment for proper operating condition.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge Of:

- Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and related equipment.
- Repairs, maintenance, and adjustment of water and wastewater system equipment.
- Use of mechanic's tools and equipment.
- Chemical and quality testing of water and wastewater.
- Mathematical principles related to the computation of flows and volumes in water storage and distribution systems.
- Proper work safety standards.

Ability To:

- Inspect and diagnose operating problems on pumps, electric motors, engines, valves, automatic control systems, and related equipment.
- Disassemble pump systems, perform repairs, and reassemble repaired systems.
- Order supplies and parts, maintaining adequate inventory.
- Drive a vehicle safely.
- Read and interpret pump and reservoir charts and gauges.
- Collect water samples.
- Perform arithmetical calculations, including the calculation of chlorine dosages, reservoir volumes, and production.
- Inspect maintenance and repair work performed by others.
- Use proper safety precautions in working with plant chemicals.
- Read and interpret plans, diagrams, blueprints, and plant piping and distribution diagrams.
- Develop information and prepare reports.
- Effectively represent District with the public, contractors, and other organizations.
- Work weekdays, weekends, holidays and standby.
- Pass pre-employment physical and background check.

Typical Physical Activities

- Travels regularly by vehicle inspecting District water and wastewater facilities and operations.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Walks on uneven terrain.
- Sits or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above ground.
3. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
4. Noise: Occasionally there are unusually loud sounds.
5. Slippery surfaces: Occasional work on unusually slippery surfaces.
6. Oil: Some parts of the body in contact with oil or grease occasionally.
7. Dust: Works in or around areas with minor amounts of dust.
8. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Three years of responsible technical work experience in the repair, maintenance, adjustment, and operation of pumps, wells, and reservoirs and automatic control systems.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: Must obtain and maintain Grade I Wastewater Treatment Plant Operator Certificate issued by California State Water Resources Control Board, Grade DI Water Distribution Operator Certificate issued by California State Water Resources Control Board, a Grade T1 Water Treatment Operator Certificate issued by California Department of Public Health, and Grade I Collection System Maintenance Certificate issued by California Water Environment Association within eighteen (18) months.

Compensation: Starting at \$34.95/hr

Opening Date: 09/20/2024

Closing Date: Open until filled.

Applications and resumes must be received at the District office, 265 Doran Park Road, Bodega Bay, or PO Box 70, Bodega Bay, CA 94923, or email to j.ames@bodegabaypud.com

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Approved: 06/19/24