



## Mechanical and Electrical Maintenance Worker III

### **DEFINITION**

Under general supervision, performs skilled and semi-skilled work on a variety of mechanical and/or electrical equipment and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Mechanical and Electrical Maintenance Worker series. Employees in this class perform skilled tasks, and use independent judgment. They operate a variety of equipment and tools. Incumbents are able to work independently and may train others, or perform as lead-workers on specific projects and assignments. On a training or on emergency basis if competent to perform, the Mechanical and Electrical Maintenance Worker III may perform duties normally assigned to the Mechanical and Electrical Worker IV.

Positions in the Mechanical and Electrical Maintenance Worker class series are flexibly staffed; positions at the Mechanical and Electrical Maintenance Worker IV level are normally filled by advancement from the Mechanical and Electrical Maintenance Worker III level; progression to the Mechanical and Electrical Maintenance Worker IV level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Mechanical and Electrical Maintenance Worker IV level.

### **EXAMPLES OF DUTIES**

Primary responsibilities and duties include, but are not limited to, the following:

- Performs routine inspection and maintenance to mechanical and electrical equipment;
- performs routine inspection and servicing of pumps, tanks and regulators;
- records readings and findings of pumping plants;
- installs and repairs mechanical, electrical, pneumatic and hydraulic equipment;
- performs minor repair and adjustment to malfunctioning parts;
- troubleshoots and repairs electrical circuits and related equipment;
- dismantles, cleans, lubricates and assembles pumps and motors in shop or in field;
- installs new pumping equipment wiring, valves and controls;

- inspects pumps and tanks for proper operation; inspects, adjusts and makes repairs to regulators and relief valves;
- repairs malfunctioning parts, such as diaphragms, seats and control pilots;
- installs recording instruments used in gathering data for system studies;
- keeps records of time, materials and equipment used;
- installs conduit and pulls wire for motors, control panels, lighting fixture, outlets and other related work;
- installs power poles, cross-arms, braces and supporting fixtures;
- may train and direct the work of others; and
- follows applicable safety rules and regulations.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Methods and tools used in the maintenance and repair of mechanical and electrical equipment;
- operation of pumps, motors and other mechanical and electrical equipment;
- principles of electrical circuits and standard terms of the electrical trade;
- safe work practices and procedures when working around electrical and mechanical systems; and
- operation of a personal computer and software applications related to the work.

Ability to:

- Understand and carry out written and oral instructions;
- supervise and train others;
- operate tools and equipment with skill and safety;
- deal effectively with those contacted in the course of work;
- perform physical labor in connection with maintenance and repair of mechanical and electrical equipment;
- operate a personal computer and software applications related to the work;
- drive a vehicle and/or travel to off site work locations;
- work in below ground level confined spaces and using appropriate safety equipment;
- work safely with and around hazardous chemicals and electrical equipment; and
- work from plans and specifications.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and
- two years of experience as a District Mechanical and Electrical Maintenance Worker II, or five years of experience in the maintenance of mechanical and electrical equipment, two years of which must have been performing work at the journey level.

**INTERNAL PROMOTIONAL CRITERIA:**

For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

**OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- Work on an "on call" basis for emergency situations.

**LICENSES AND/OR CERTIFICATIONS**

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.
- Possession of a valid D1 Distribution Operator certification issued by the California State Water Resources Control Board (SWRCB) is required prior to completion of the probationary period.
- If an employee in this classification performs “safety-sensitive functions” and the employee must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to fifty feet climbing ladders or stairs. The employee must use small mechanical hand tools, handle small parts, hold and operate heavy tools, pull cable and wire and performs manual labor for extended periods such as frequently lifting 10 to 25 pounds and carrying equipment, and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing and speech to detect warning alarms, converse in person and over the telephone or radio, and vision to read printed materials, see small parts and color coded wiring, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in

temperature, humidity, wetness and dust, and must work around high, medium and low voltage circuitry using normal and specialized protective equipment. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely. The position requires the ability to work overtime and weekends as needed.

**ADDITIONAL PHYSICAL DEMANDS**

- A self contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.
- Exposure to potentially hazardous materials, low to medium voltage, solvents, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: March 1999  
Revised: December, 2006, November 2021  
Approved by: Human Resources Manager