

JURUPA COMMUNITY SERVICES DISTRICT PUMP MAINTENANCE WORKER I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Operations Manager, performs repairs and preventative maintenance on District pumps, wells, and water treatment plants and related equipment; performs related work as assigned.

CLASS CHARACTERISTICS

This is the experience working level class. Incumbents are expected to perform assigned tasks without detailed instructions as to procedures to follow and must have considerable knowledge of the maintenance and repair of pumps, wells, and related equipment.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Performs preventative maintenance on district wells, booster stations, sewer lift stations, treatment plant, pumps and pump motor equipment; inspects booster and well pumps, including checking for excessive noise, heat, or leaks; checks fluid levels on pumps; changes oil and packing at preset intervals. (All)

Installs and removes motors in wells and booster pumps; installs and/or repairs a variety of equipment at treatment plant, sewer lift stations, pump or well stations such as meters, air vacs, and cla valves. (All)

Performs maintenance and repair on heavy and small equipment. (a b d e f g h i j k m)

Maintains records of lubrications, calibration, and maintenance performed to equipment and machinery. (a d e f g h k m)

Performs other tasks/functions deemed necessary to the daily operation of the District. (All)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Inspect, operate, diagnose problems, and perform preventative maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.

- c. Read and interpret blueprints, atlas maps, charts and gauges, manufacturer recommendations and guidelines.
- d. Maintain accurate records.
- e. Understand and carry out oral and written directions.
- f. Establish and maintain cooperative working relationships.
- g. Work safely.
- h. Work independently.
- i. Operate a variety of hand tools and equipment.
- j. Perform heavy physical work.
- k. Exercise good judgment.
- l. Work with low and high voltage.
- m. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and two years of experience working in the water or sewer industry maintaining equipment including experience working with electricity up to 600 volts.

Knowledge and Skill Levels

Considerable knowledge of procedures, equipment, materials, and tools used in the maintenance of motors, pumps, compressors, electrical panels, automatic controls, valves, and other equipment; safe work practices.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class; Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of a Class B California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Possession of California Department of Health Services Water Distribution Operator Grade II Certificate.

Must meet CAL-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

FLSA / NON-EXEMPT

Range 43

1300 Admin/job descriptions/reviewed 02/04