

SENIOR PREVENTATIVE MAINTENANCE TECHNICIAN

DEFINITION

To organize, assign, and review the work of assigned personnel responsible for skilled work in the installation, maintenance, and repair of mechanical and electrical equipment used in water and wastewater treatment plants and related facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Preventative Maintenance Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Preventative Maintenance Supervisor.

Exercises technical and functional supervision over assigned skilled and semi-skilled maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES– Duties may include, but are not limited to, the following:

Organize, schedule, assign, and review the work of assigned mechanical and electrical staff; coordinate with other departments, divisions, and agencies related to the work assigned.

Review the work of assigned staff engaged in mechanical and electrical/electronic equipment maintenance and repair work; inspect work while in progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in mechanical and electrical equipment maintenance and repair activities.

Lead staff and perform the most difficult and complex work in the installation, maintenance, and repair of mechanical and electrical/electronic equipment, assist in planning implementing complex maintenance and repair programs.

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Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work, purchase and/or authorize supplies and materials as necessary.

Record labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Use a personal computer to enter and retrieve information related to work orders and related record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of lead supervision, training, and performance evaluation, including safety practices and related record-keeping.

Principles and practices of complex maintenance and repair programs including preventative, condition based, investigative, reactive and reliability-centered maintenance, root cause analysis, and equipment criticality rating.

Materials, methods, and practices used in installation, maintenance, and repair of mechanical and electrical/electronic equipment, especially in an industrial continuous process environment such as a water and/or wastewater treatment plant.

Ability to:

Act as a lead worker and perform advanced journey level mechanical and/or electrical maintenance and repair work.

On a continuous basis, know and understand operations and observe safety rules. Intermittently, analyze problem equipment and related processes; identify safety hazards; locate equipment; generate, create and interpret work orders; to operate equipment and tools.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

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Read, understand, and interpret a variety of technical information sources such as blue prints, specifications, and technical instructions; explain to and assist assigned staff in applying such information.

Communicate clearly and concisely, both orally and in writing.

Keep records and make reports; use a personal computer to enter and retrieve data.

Be on-call evenings or week-ends; work unusual/prolonged work schedules as required by workload and during emergencies or seasonally-caused circumstances.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

One year of experience performing work similar to that of a Plant and Equipment Mechanic II in the City of Roseville and one year of experience performing work similar to that of an Electronics Technician II in the City of Roseville.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized course work in mechanical and/or electrical maintenance and repair work related to industrial continuous process operations, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a California Water Environment Association (CWEA) Grade IV Plant Maintenance Certificate is desirable.

09-29-07 Senior Preventative Maintenance Technician
07-01-05 Lead Technician