

CITY OF MILPITAS  
EFFECTIVE: June 1985  
REVISED: 11/04, 8/05,  
12/05  
EEOC: Skilled Craft  
FLSA: Nonexempt  
UNIT: MEA  
PHYSICAL: 2

## **EQUIPMENT MAINTENANCE WORKER I/II**

### **DEFINITION**

To perform various maintenance tasks within the equipment maintenance program, including the maintenance and repair of pumps, traffic signals and controllers, and street lighting systems; and to perform various unskilled and skilled tasks in the maintenance, repair and adjustment of engines, gear boxes, clutches, pumps, valves, switches, street lights, traffic signals and poles.

### **DISTINGUISHING CHARACTERISTICS**

Equipment Maintenance Worker I: This is the entry level class in the Equipment Maintenance Worker series, and is distinguished from the II level by the performance of less than the full range of duties as assigned to the full journey level class within this series. This class is typically used as a training class in that positions may have only limited or no directly related work experience. Incumbents work under immediate supervision while learning job tasks.

Equipment Maintenance Worker II: This is the full journey level class of the equipment maintenance-Worker series. The Equipment Maintenance Worker II class is distinguished from the level I by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this level are fully trained in the operation and maintenance of equipment and machinery commonly used in the performance of duties, and are familiar with the procedures and policies of the equipment maintenance operation. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

### **SUPERVISION RECEIVED AND EXERCISED**

Equipment Maintenance Worker I: Receives immediate supervision from the Equipment Maintenance Supervisor and indirect supervision from the Equipment Maintenance Worker III. May receive technical supervision from positions assigned to the Equipment Maintenance Worker II class. Exercises no supervision.

Equipment Maintenance Worker II: Receives general supervision from the Equipment Maintenance Supervisor, and indirect supervision from the Equipment Maintenance Worker III. May exercise technical supervision over less experienced staff.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Perform various maintenance tasks within the equipment maintenance operation involving pumps, traffic signals, and street lighting systems.

Trouble-shoot and evaluate maintenance and repair needs.

Perform semi-skilled and skilled electrical and mechanical maintenance on City equipment including pumps, traffic signals and street lighting systems.

Perform electrical system wiring and installations.

Replace lights, ballasts, and fixtures.

Service generating units, switches, circuit breakers, and other electrical fixtures.

Repair motors and pumps.

Maintain and repair street lights.

Perform routine and preventive maintenance on motors, pumps, and other equipment.

Operate various types and pieces of equipment and machinery in the performance of job tasks including a bucket truck, boom truck, tractor, high-press water truck, testing equipment and simple mechanical tools.

Utilize appropriate safety procedures and policies in the performance of tasks.

Respond to emergency calls as need arises.

Train and provide guidance to less experienced staff.

Prepare and maintain appropriate records and reports.

Perform related duties as assigned.

**When assigned to Utilities:**

Operate, exercise, repair, or replace water valves.

Install, repair, or replace fire hydrants, water meters, backflow devices, water main and service lines.

Flush water distribution system.

Collect water samples for analytical purposes.

Respond to water quality complaints.

Maintain records of system performance, maintenance, and repairs.

Respond to after hour calls.

Disinfect water mains and service lines after pressure reductions to 5 psi or below.

Ensure that safety measures and practices are utilized at all times.

**In addition to the above duties, when Equipment Maintenance II is assigned to Utilities Stand-by:**  
Operate pump stations through SCADA control systems as well as local control switches.

Record and interpret flow, pressure, and level gauges and recording devices.

Perform preventative maintenance and repairs on all pump station related equipment.

Troubleshoot mechanical and electrical pump station equipment.

Inspect reservoirs and wells for damage.

Routinely inspect vents, inlet/outlet structures, and entry hatches structures.

Monitor and record water quality to insure that all state and federal mandates are in compliance.

Treat drinking water to maintain chlorine residual.

Insure that adequate system pressure is maintained through proper adjustment, maintenance, and repair of PRVs.

Collect and analyze water samples.

Performs a variety of tests to determine system process performance and compliance with water quality regulations.

Assist in the oversight of the administrative aspects of operating the water system, including review and update of operation procedure manuals.

## **QUALIFICATIONS**

### **Equipment Maintenance Worker I**

#### **Knowledge of:**

- Methods, materials, equipment, and tools used in general electrical and mechanical maintenance.
- Mechanics of pumps and pumping systems.
- Electrical systems.
- Purposes and uses of various power and hand tools.

**Ability to:**

- Perform unskilled equipment maintenance tasks.
- Perform basic electrical and mechanical maintenance and repair on motors, pumps and other related systems.
- Learn to trouble-shoot and evaluate electrical, plumbing, and mechanical repair work and take appropriate action.
- Communicate effectively, orally and in writing.

**Experience and Education**

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

**Experience**

One year or experience in some combination of general servicing and/or maintenance work involving mechanical or electrical equipment.

**Education:**

Equivalent to the completion of the twelfth grade.

**LICENSE OR CERTIFICATE:**

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's License; Class B with a Tanker endorsement within 11 months of appointment.
- Possession of or ability to obtain within two (2) years of appointment Grade D3 Water Distribution Certificate issued by the California Department of Health Services.

**Equipment Maintenance Worker II** - In addition to the requirements for Equipment Maintenance Worker I:

**Knowledge of:**

- City policies, procedures and practices relative to equipment maintenance.
- Applicable Federal, State and local laws, rules and regulations pertaining to assigned responsibilities.
- Materials, tools, and equipment used in maintaining pumps, traffic signals, street lighting and other related systems.
- AC/DC electrical theory and safety measures.

**Ability to:**

- Perform skilled equipment maintenance tasks.
- Perform electrical and mechanical maintenance and repair on motors, pumps and other related systems.
- Trouble-shoot and evaluate electrical, plumbing, and mechanical repair work and take appropriate action.
- Provide guidance to less experienced staff.

**Experience:**

One year of responsible experience comparable to that of an Equipment Maintenance Worker I in the City of Milpitas, involving the servicing, maintaining and repairing of pumps, motors, traffic signals and street lighting systems.

**Special Requirements:** *Essential duties require the following physical abilities and work environment:*

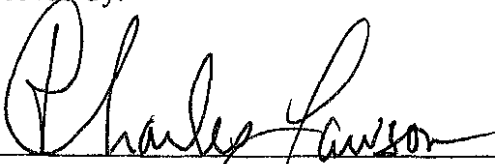
Physical exam and drug and alcohol screening.

Visual Requirements: Discern colors

Auditory Requirements: 100 decibel hearing

Work is mainly performed outdoors; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 75 pounds of weight throughout the day & occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year; exposure to confined spaces, hazardous waste, sewage, chemicals; walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas.

Approved by:



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City Manager

12-8-05

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Date



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Human Resources Director