

CITY OF MILPITAS
EFFECTIVE: June 1985
REVISED: 11/04, 8/05, 12/05,
02/09
EEOC: Skilled Craft
FLSA: Non-exempt
UNIT: MEA
PHYSICAL: 2

EQUIPMENT MAINTENANCE WORKER III

DEFINITION

To serve as lead worker over a crew involved in the activities of the equipment maintenance program, including the operation, maintenance and repair of pump systems, traffic signals and controllers, street lighting systems, electronic components, electrical systems and electrical equipment; to perform various skilled tasks in the maintenance, repair and adjustment of engines, electric motors, gear boxes, clutches, pumps, valves, switches, street lights, traffic signals, poles; lighting systems and related, HVAC pumps and motors, alarm controls, Energy Management system and related components; and to provide training and guidance to less experienced staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Equipment Maintenance Worker series. The Equipment Maintenance Worker III is distinguished from other classes in the Equipment Maintenance Worker series by the responsibility assumed for leading a crew, and by the performance of the more complex and responsible duties and tasks assigned to positions in this series. Incumbents at this level typically possess specialized skills, knowledge and abilities, and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor/Senior Maintenance Supervisor.
Exercises indirect supervision over assigned maintenance staff.

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

Serve as crew leader over a crew involved in the activities of the equipment maintenance program.

Oversee and monitor the work of assigned staff and provide direction as needed.

Maintain timesheets and other records as needed, Operate, maintain, troubleshoot and evaluate equipment and systems and provide maintenance and repairs as needed.

Perform semi-skilled and skilled electrical and mechanical maintenance on City equipment, Facility and building systems, including pumps, motors, traffic signals, street and building lighting systems, alarms and related electrical systems

EXAMPLES OF DUTIES (Cont'd)

Perform electrical system wiring and installations, including replacement of lights, ballasts, and fixtures.

Service and repair generating units, switches, circuit breakers, electrical fixtures and equipment, motors, compressors and pumps.

Maintain and repair streetlights and other illuminated street signage and warning devices.

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

Repair and servicing alarm systems and components.

Operate, program and service Programmable Logic Controllers (PLCs'), Energy Management Systems and Variable Frequency Drive (VFD) Controls.

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

Ensure that safety procedures and policies are implemented at all times.

Respond to emergency calls as need arises.

Train and provide guidance to less experienced staff.

Prepare and maintain appropriate records and reports.

Serve as Maintenance Supervisor/Senior Maintenance Supervisor as necessary.

Perform related duties as assigned.

When assigned to Utilities for normal duty or Stand-by duty:

Operate, exercise, repair, and 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.

Develop and maintain records of system performance, maintenance, and repairs.

Respond to after hour calls.

When assigned to Utilities for normal duty or Stand-by duty (Cont'd):

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

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, water, sewage and storm facilities for damage after major disaster event;

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.

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.

When assigned to Facilities:

Maintain and observe work practices, which comply with the current safety codes, rules and regulations.

Operate, maintain, and troubleshoot building and facility functional and technology systems.

Use and maintain all working tools, including hand tools and power tools in proper working order.

Install and maintain electrical systems and equipment (ballast, starters and fixtures).

Operate and maintain electric motors, transformers, generators, controls and other electrical equipment;

Read and interpret blueprints, schematics and electrical diagrams and operations and maintenance (O&M) manuals and documents;

Operate, maintain, repair and replace existing alarm systems and components.

Operate, maintain, repair and replace HVAC/Plumbing system pumps, motors and related equipment.

When assigned to Facilities (Cont'd):

Diagnose and replace existing electrical equipment such as disconnects/circuit breakers.

Operate and program Programmable Logic Controllers (PLC), Energy Management Systems and Alarm Controls using computers and related software applications;

Must use interpersonal skills to effectively communicate with coworkers, supervisor, the general public, etc. both verbally in writing.

Develop and maintain records (both hand written logs and computer spreadsheets) of system performance, maintenance, and repairs.

Respond to after hour calls.

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

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

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, electrical systems and other relevant systems.
- Fundamentals and theories of AC/DC electrical theory and safety measures, including the National Electric Code (NEC.)
- Caltrans Traffic Controls Manual

Ability to:

- Oversee the work of others.
- Perform skilled equipment maintenance tasks.
- Perform electrical and mechanical maintenance and repair on motors, pumps, controls and other related systems.
- Trouble-shoot and evaluate electrical, plumbing, and mechanical repair work and take appropriate action.
- Communicate effectively, orally and in writing.
- Train and provide guidance to less experienced staff.
- Place traffic controls in accordance with Caltrans Traffic Controls Manual, for working safely in or near traffic.
- Establish and maintain effective and positive work relationships with City staff, supervisor, and the general public.

Experience and Education:

Experience

Four years of responsible experience in the servicing, maintaining and repairing of pumps, motors, traffic signals or street lighting systems, and experience in skilled electrical and general building maintenance work.

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 must be obtained within 11 months of appointment.
- When assigned to the Facilities & Street Section: Certified Journeyman Electrician
- *When assigned to the Utilities Section:* The City may require all employees assigned to the Public Works Utility section to possess State of California Water Distribution Operator Certificate, appropriate to the requirements the state imposes on the City of Milpitas. Assigned Utilities employees must achieve certification within 24 months of hire, promotion, or lateral transfer.

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

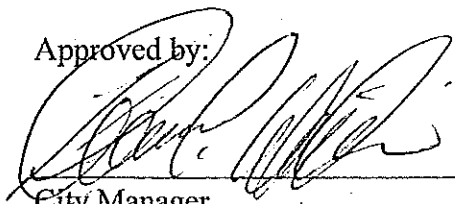
Physical exam and drug and alcohol screening.

Visual Requirements: Discern colors

Auditory Requirements: 100 decibel hearing

Work is performed outdoors and indoors; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, working at heights (ladder, bucket truck), stoop at any given time, exposure to electrical energy, dust, and grease or oil; 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:



City Manager

2/23/09

Date



Human Resources Director

2/23/2009

Date