



**DECEMBER 2018**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE WORKER**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under close supervision or direction, performs a variety of routine maintenance duties in support of assigned division including collections, electrical, instrumentation, and/or mechanical maintenance; operates and maintains a variety of tools and equipment; and performs preventive and corrective maintenance duties in assigned area.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives close supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision over staff. Receives task direction, review and training from assigned higher-level classifications (journey-level or advanced journey-level) within the various trades.

### **CLASS CHARACTERISTICS**

This classification is the first level (entry level) within multiple job series in maintenance – collections, mechanical maintenance, electrical, and instrumentation. The tasks may vary depending on the operational area this classification is assigned. Responsibilities involve performing a variety of routine tasks in the maintenance and repair of assigned facilities and systems under close supervision.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Performs a variety of routine maintenance duties in assigned division including collections, electrical, instrumentation, and/or mechanical maintenance.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Assists in cleaning sewer lines, manholes, and wet wells; reads line location blueprints; opens manhole covers; sets-up atmospheric monitors; enters confined spaces in a body harness, attaches a tire or ball to line cleaning rig to remove debris from lines; uses a shovel or bucket to remove debris from manholes, removes floating debris; shovels grit at bottom of wet well and scrape all grease that is on wall of wet well; operates flush truck to clean smaller lines by way of high pressure water hose.
- Performs routine pump station repair work; assists in troubleshooting pumps and other equipment; identifies malfunctions and take corrective action; assists in installing and monitoring flow meters and gas flaps in sewer lines.
- Assists in performing manhole frame and cover replacement duties; raises manhole covers to street level by operating jackhammer to remove asphalt and concrete; lifts manhole ring with appropriate equipment; mixes cement, sand and gravel to form concrete; removes broken asphalt and concrete; pour and smooth concrete and reset ring cover.

- Performs routine calibration of process control instrumentation and related equipment, including pressure and temperature gauges, pressure switches, differential pressure transmitters, and magnetic flow meters.
- Performs routine cleaning of process control instrumentation and related equipment, including pH sensors, conductivity sensors, dissolved oxygen sensors, and air filters.
- Performs routine electrical circuit installation for additions or modifications; bends and installs conduit; pulls wire and wiring in conduit as shown on blueprint and testing system for proper installation.
- Performs routine service and repair duties on mechanical equipment, vehicles, and machinery in wastewater treatment plants, pumping stations, and related facilities.
- Conducts traffic control when working in high traffic areas; controls and diverts traffic using traffic cones, flag stands, signs, arrow boards and hand paddles.
- Performs a variety of routine preventive and corrective maintenance duties in assigned maintenance division.
- Operates a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks.
- May respond to a variety of wastewater emergencies as needed.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic methods and techniques of general maintenance and repair activities related to the area of work assigned.
- Basic operational principles of a wastewater treatment facility.
- Basic operational characteristics of equipment and tools used in the area of work assigned.
- Basic practices and procedures of traffic control.
- Basic preventive and corrective maintenance techniques.
- Confined space entry including the use and operation of Self Contained Breathing Apparatus (SCBA).
- Occupational hazards and standard safety practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Basic techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Perform a variety of maintenance and repair work in the area of work assigned.
- Use and operate a variety of maintenance and repair equipment in a safe and effective manner.
- Perform heavy manual labor.
- Enter confined space requiring the use and operation of Self Contained Breathing Apparatus (SCBA).
- Maintain and repair a variety of tools and equipment.
- Adhere to safe work practice and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or G.E.D.; AND
2. One year of maintenance, construction, or repair experience.

**Licenses and/or Certification:**

- Valid California Class C Driver's License.
- Valid California Class B Driver's License with air brakes and tanker certificate is required within six (6) months of date of hire for Collection Maintenance.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**Standby and Call Back:**

Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field, ability to travel to various District sites, projects and/or meetings facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.