

CSC Adopted: October 2001 CSC Revised: March 2015

Class Title: Utility Maintenance Mechanic II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs preventive maintenance on heavy machinery and equipment. Performs troubleshooting functions. Performs repairs. Performs analysis of equipment. Maintains records and reports. Manages plant operations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Performs preventive maintenance on heavy machinery and equipment by inspecting large meter equipment, valves and boxes, checking machinery for wear, leaks and damage, changing belts, oil filters, electrical and electronic gauges and switches, making adjustments to equipment, removing, replacing packing, cleaning, rebuilding, and replacing worn parts.
2	H	Performs troubleshooting functions by determining and solving reasons for breakdowns or leaks, responding to fault indicators and determining causes or reasons of mechanical, electrical and electronic or distribution line fault.
3	H	Performs repairs by overhauling, removing and replacing worn or damaged parts on meter equipment, machinery and facilities and installing new machinery and equipment, repairing water service and distribution lines.
4	H	Performs analysis of equipment by conducting vibration testing on pumps, motors and gear boxes, electronic search for meters, valves and gear boxes, performing water tap or fluid analysis, keeping and preparing computerized and written reports on machinery trend failure and making recommendations based on findings.
5	L	Maintains records and reports by accurately documenting work performed, lists, meter removal, repair and maintenance and installation in log book.
6	H	Manages plant operations by performing machinery equipment and valve line-up for plant treatment operations, placing equipment, filters, pumps and basins into and out of service as directed and performing routine safety inspections.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year experience in machinery repair and operation.
Certifications and Other Requirements	Valid Driver's License. May require the ability to receive and maintain access to perform duties on military bases, depending on assignment.
Reading	Work requires the ability to read reports, manuals, diagrams, blueprints and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence and fill out work orders and stock requests.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Install, repair or replace meters, valves or boxes, water lines, conducting search for meters
Sitting	F	Computer, desk work, meetings, driving
Walking	C	Getting meters, to/from vehicle
Lifting	F	Vaults, meters, saws, hand tools, large or heavy equipment, log book, paperwork, files
Carrying	F	Vaults, meters, saws, hand tools, large or heavy equipment, log book, paperwork, files
Pushing/Pulling	F	Large equipment
Reaching	C	Tools, equipment
Handling	C	Working with materials, paperwork
Fine Dexterity	F	Computer keyboard, writing, working on high pressure water lines
Kneeling	F	Retrieval of meters, checking or repairing leaks, distribution water lines or equipment
Crouching	F	Retrieval of meters, checking or repairing leaks, distribution water lines or equipment
Crawling	F	Retrieval of meters, checking or repairing leaks, distribution water lines or equipment
Bending	F	Retrieval of meters, checking or repairing leaks, distribution water lines or equipment
Twisting	F	Retrieval of meters, checking or repairing leaks, distribution water lines or equipment
Climbing	F	Ladder or steps
Balancing	F	Working with materials
Vision	C	Computer, desk work, reading, writing, checking meters, repair, maintenance or installation of meters or equipment
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	F	Driving, operating equipment
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Dump trucks, back hoes, air compressors, power saws, crane truck, hand tools, gas trucks, portable light, welding machine, plaza cutter, computer, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	D
Explosives	M	Wetness/Humidity	D
Communicable Diseases	S	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes, vest, safety equipment, eye protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)