

**CITY OF MILLBRAE**  
**CLASSIFICATION SPECIFICATION**

**PLANT MAINTENANCE WORKER I**  
**May 2019**

**DEFINITION**

Under general supervision, performs a variety of preventative maintenance, repairs, and installation of water pollution control plant, sewage pumping facilities, and equipment; maintains accurate maintenance records; orders and maintains an inventory of supplies, parts, and other frequently used items; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Treatment Plant Maintenance Worker I is distinguished from Treatment Plant Maintenance Worker II in that the Treatment Plant Maintenance Worker II level requires a higher level of certification and is able to perform a broader range of duties more independently.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from supervisory or management staff in assigned department.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Maintains and repairs pumps, motors, plumbing, electrical, and exercise and lubricate machinery within the plant; records and maintains accurate maintenance records in a daily log book;
- Orders supplies and materials; orders inventory of frequently used parts, oil, and filters for equipment used in the plant;
- Completes monthly work orders and enters information regarding maintenance tasks into the system; records SCADA; records hours on equipment and meters; makes entries into the end of the month report and prints work order summary;
- Generates new maintenance work orders for each month; prioritizes tasks to be performed on Water Pollution Control Plant equipment;
- Performs cleanup of the plant, removing trash, washing down decks, and clearing leaves and branches from storm drains; cleans tools and makes sure equipment is in proper locations and power tools are in safe working condition;
- Changes oil and filters on various pumps and compressors in the plant; maintains safety inspections of fire extinguishers, eye wash stations, and ladders in the plant;
- Removes and replaces packing from various pumps in the plant; installs new rings of packing with new Lantern rings if damaged; applies grease to the new set of packing for proper lubrication; removes corrosion or debris from packing gland before reinstalling;
- Evaluates pump performance and flow rate to determine if pump has excessive buildup of rags that is affecting its performance and efficiency; shuts down pumps to remove rags from impeller and

clears any obstructions;

- Replaces damaged parts/fittings on leaking chemical feed pumps; makes alterations to existing supply tubing or fittings, replacing clamps or O-rings, or removing debris caught in the check valves; inspects, tests, calibrates, adjusts, cleans, and paints equipment in the water pollution control plant; and
- Performs related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Principles, practices, and techniques of the installation, maintenance, and repair of water treatment plant systems; operation of various hand and power tools; proper procedures to safely perform maintenance on machinery and equipment in the plant; maintenance for MP2 program; recording and updating repair history on water pollution control plant equipment; how to create new work orders and close out completed work orders; forklift operations and scissor lift; replacing, repairing, and installing piping, fittings, and valves on water pollution control equipment; data entry of important, vital information regarding maintenance repairs; performance and evaluation on future preventative maintenance in the WPCP MP2 program; proper protective equipment.

**Ability to:** Drive and operate vehicles and equipment safely; keep inventory, order, and stock necessary parts and supplies for the maintenance shop; establish and maintain cooperative relationships with those contacted in the course of the work; adhere to prescribed policies, procedures, routines, and practices; carry out assignments with minimal instructions; read and understand written instructions, maps, equipment operation manuals, and other written documents associated with the work; effectively schedule work; effectively keep written records.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** High school diploma or equivalent (GED). Technical training in a water treatment plant system or related field is desirable.

**Experience:** One (1) year of full-time experience in the installation, maintenance, and repair of pollution control plant and sewage pumping facilities.

**Licenses:** Possession of a valid California Class C driver's license, obtain and maintain a California Class B Driver's License, and a satisfactory driving record. CWEA Certification as a Grade I Mechanical Technologist

## **SPECIAL REQUIREMENTS**

Respond to work at any hour of the day or night, within designated timeframe, as required during afterhours, weekend service, and/or emergency situations; carry communication equipment in order to

respond after work hours. Vision, hearing, and physical ability adequate to obtain and maintain a California Class B Driver's License; speak clearly and understandably. Requires moderate and sometimes strenuous exertion including bending, stooping, crouching, crawling, climbing, lifting, twisting, digging, carrying, and/or handling material weighing up to one hundred (100) pounds. Work in confined spaces and wear protective equipment. May work in conditions that require exposure to noise, odors, chemical and biological agents, gases, and contact with sanitary wastewater; work at heights up to 20 feet; work in varying temperatures of cold and heat, and in inclement weather for extended periods of time; work in conditions that may contain dust, mold, and various chemicals.