

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Systems Technician/ Senior Utilities Systems Technician	Job Family: 6
General Classification: Front-Line	Job Grade: 18/22

Definition: To perform a variety of semiskilled and skilled electrical and mechanical work maintaining water pressure supply and wastewater pumping systems and equipment; and to provide technical support to the Utilities Section.

Distinguishing Characteristics:

Utilities Systems Technician: This is the entry-level class in the Utilities Technician series. This class is distinguished from the Senior Utilities Systems Technician by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions at the Senior Utilities Systems Technician level. Since this class is typically used as a training class, employees may have only limited or indirectly related work experience. Employees work under immediate supervision while learning job tasks.

Senior Utilities Systems Technician: This is the journey-level class within the Utilities Technician series. This class is distinguished from the Utilities Systems Technician by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and normally filled by advancement from the Utilities Systems Technician level.

Supervision Received and Exercised:

Utilities Systems Technician: Receives immediate supervision from an assigned supervisor.

Senior Utilities Systems Technician: Receives general supervision from an assigned supervisor.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Inspect and perform preventive and emergency maintenance and repairs on equipment and machinery (pumps, motors, etc.), related to wells and other water pumping facilities according to Standard Operating Procedures.
2. Inspect and perform preventive and emergency maintenance on equipment, machinery, and controls related to wastewater pumping, stormwater pumping, and other pumping systems according to Standard Operating Procedures.
3. Clean, repair, and adjust electrical control systems, mechanical equipment, hydraulic control valves, pump control valves, and various related instruments; read electrical schematics for troubleshooting.
4. Remove vegetation, debris, and trash from immediate vicinity of station facilities; repair, paint, and maintain structures for wells and booster stations.
5. Handle complaints and answer questions from the public.
6. Monitor stormwater, sewer system, and other facilities through the SCADA system.
7. Maintain tools and equipment in working order.
8. Read various station and site meters. Maintain logs of daily activities.
9. Maintain supplies and parts inventory.
10. Train Duty personnel.
11. Respond to Duty calls and system emergencies during off-duty hours.
12. Operate and maintain North Bayshore systems, stormwater pumping, Shoreline Sailing Lake, Crittenden groundwater extraction, and irrigation pump station facilities.
13. Perform other related duties as assigned.

Minimum Qualifications:

Utilities Systems Technician:

Knowledge of: Functions, characteristics, and proper use and care of tools, equipment, and material used in basic water supply system and/or wastewater pump stations and related facilities; tools, techniques, and procedures used in basic carpentry, metal, electrical, and mechanical work; basic mathematics; general maintenance, repair, and groundskeeping techniques; techniques for reading and recording of meters and related instruments; and principles and practices of safety related to areas of assignment.

Ability to: Perform semiskilled and skilled preventive maintenance activities related to areas of assignment; properly care for tools, equipment, and materials used; learn to operate a variety of maintenance equipment; perform heavy manual labor; perform general maintenance, repair, and groundskeeping at water- and wastewater-related sites and facilities; read assignment-related maps; learn to perform routine maintenance on pump and lift station equipment; learn to read and record readings of meters and instruments; learn basic computer operations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Senior Utilities Systems Technician:

In addition to the requirements for Utilities Systems Technician:

Knowledge of: Principles and practices of preventive maintenance and repair related to area of assignment; function, characteristics, and operating principles of equipment and machinery related to the City's wastewater pump stations and water supply system, electrical equipment, large pumps and power-generating equipment; principles of training; trenching and shoring safety practices; codes, ordinances, policies, regulations, standards, and procedures related to the maintenance and use of wastewater pump stations and potable water supply system; techniques and procedures for maintaining and performing repairs on mechanical control systems, hydraulic control valves, pump control valves, and related instruments; techniques and procedures for monitoring and regulating the water supply and wastewater pumping stations; and recordkeeping requirements and procedures related to area of assignment.

Ability to: Monitor and regulate the stormwater pumping stations and sewage lift pump station; operate and perform preventive maintenance on pump and lift stations and water supply system equipment, including mechanical control systems, hydraulic control valves, pump control valves, and related instruments; respond appropriately to emergency situations; train relief operators; maintain records and prepare reports related to area of assignment; coordinate work with other units inside and outside the City; and maintain an adequate inventory of supplies and parts.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Utilities Systems Technician: One year of maintenance experience working on pumps, machinery, electrical wiring, or related equipment. Education equivalent to the completion of the 12th grade.

Senior Utilities Systems Technician: Two years performing duties similar to the Utilities Systems Technician in the City of Mountain View. Education equivalent to the completion of the 12th grade.

Required Licenses or Certificates:

Utilities Systems Technician: Possession of a valid Class C California Driver License. Possession of a Grade I Mechanical Technologist Certification issued by the California Water Environment Association (CWEA) within one year of appointment. Possession of a Grade I Collection System Maintenance Certification issued by CWEA, Grade I Water Treatment Operator, or a Grade I Water Distribution Operator Certification issued by the California Water Resources Control Board (CWRCB) is highly desirable.

Senior Utilities Systems Technician: Possession of a valid Class C California Driver License. Possession of a Grade I Collection System Maintenance Certification and a Grade I Mechanical Technologist Certification issued by CWEA at the time of appointment. Possession of a Grade I Water Treatment Operator or Grade I Water Distribution Operator Certification issued by the CWRCB at time of appointment. Possession of a Grade II Mechanical Technologist Certification issued by CWEA within one year of appointment.

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Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification. Position may require working in confined spaces.

Established: February 1999

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HRD/CLASS SPECS

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