

**City of San José**  
**WASTEWATER FACILITY ATTENDANT (3621)**

| <b>DEPARTMENT</b>                    | <b>ACCOUNTABLE TO</b> | <b>FLSA STATUS</b> |
|--------------------------------------|-----------------------|--------------------|
| Environmental Services<br>Department | Various               | Non-Exempt         |

### **CLASS SUMMARY**

Under immediate supervision, performs work of routine difficulty assisting in the operation and maintenance of equipment at the San José/Santa Clara Regional Wastewater Facility. Performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the San José/Santa Clara Regional Wastewater Facility supporting Operations and Maintenance. Incumbents work in a learning capacity with experienced Wastewater Mechanics, Wastewater Operators, and participate in work with Industrial Electricians, Instrumentation Technicians, HVAC mechanics, and Painters. This class differs from the next higher journey-level classes at the Wastewater Facility in that the incumbents of the latter classes perform work of moderate difficulty under general supervision. Assignments may be made to any shift in an around-the clock operation, and incumbents must also be available for work on Saturdays, Sundays, and Holidays.

Duties require a heavy level of physical exertion, including exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (e.g. large hand tools, pipes, or other wastewater equipment).

### **QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

#### **Minimum Qualifications**

**Education:** Successful completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

**Experience:** One (1) year of experience performing minor repairs or servicing of industrial machinery and equipment found at the wastewater treatment facility or similar heavy industrial facility.

**Required Licensing:** Possession of a valid State of California Class C driver's license. As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

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**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on position.)**

**Basic Knowledge, Skills and Abilities**

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of oils, greases, and lubricating devices.
- Knowledge of safety practices and procedures to be observed in heavy industrial facility. Knowledge of inspection, testing, dismantling, overhauling, repairing and re-assembling reciprocating engines, blowers, compressors, and related equipment.
- Knowledge of inspecting, testing, dismantling, installing, maintaining, troubleshooting, repairing, and overhauling wastewater treatment equipment such as: small engines, blowers, gas and air compressors, ventilation systems, large bore, medium speed reciprocating engines, centrifugal air compressors, reciprocating methane gas compressors, etc.
- Ability to use standard mechanical and power hand tools common to large equipment or engineer repair and maintenance.
- Ability to read and interpret meters, gauges, thermometers, and other recording, measuring and control devices.
- Ability to carry out oral and written instructions.
- Ability to work independently and in a team environment.
- Ability to perform basic arithmetic calculations
- Ability to lift heavy weight (up to 60 pounds) exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (e.g. large hand tools, pipes, or other wastewater equipment).
- Ability to read, write, and understand English
- Ability to operate automotive and electric vehicles and equipment
- Ability to write reports on equipment condition
- Ability to use Microsoft software including Word, Excel, Outlook or similar computer software.
- Ability to interpret charts and maintain operating logs and records.
- Ability to demonstrate a high degree of mechanical aptitude, and aptitude for learning to operate and maintain diesel electric generating units.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of machines, hand and power tools and procedures used in maintaining and repairing heavy equipment and machinery such as steam, diesel and electric motors and boilers, pumps, conveyors and generators.

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- Ability to perform heavy manual labor for extended periods of time
- Knowledge of gear and chain drive systems such as gear boxes, valve operators, and conveyor systems
- Possession of a California Water Environment Association (CWEA) Mechanical Technologist Grade I certificate or other certification relevant to a wastewater facility of similar heavy industrial facility.
- Ability to operate engines and auxiliaries, as required under variable demand.

| DUTY NO. | <b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b> | FRE-QUENCY* |
|----------|--|-------------|
| 1.       | Participates with skilled mechanics in inspecting, testing, dismantling, overhauling, repairing and re-assembling engines, blowers, compressors, and other related wastewater facility equipment and engines.  |             |
| 2.       | Participates with Mechanics in operating engines and auxiliaries, as required under variable power and air demands. Lubricates and cleans a variety of heavy moving machinery and equipment.   |             |
| 3.       | Adjusts feeds and fills lubricant containers for individual bearings and other parts of machinery.   |             |
| 4.       | Checks temperature of bearings by touch or thermometer.  |             |
| 5.       | Cleans and paints machinery and equipment.   |             |
| 6.       | Performs tests on engine cooling water.  |             |
| 7.       | Participates in the dismantling, repairing and overhauling of a variety of plant machinery and equipment.  |             |
| 8.       | Performs minor sheet metal work, rough carpentry and simple plumbing repairs   |             |
| 9.       | Works with mechanics using schematic drawings and sketches.  |             |
| 10.      | Works with mechanics on installation of piping systems.  |             |
| 11.      | Works with mechanics connecting various fixtures, pumps, filters, and tanks to piping systems and installs valves, regulators, gauges and similar devices.   |             |
| 12.      | Under direction maintains tool crib, tool check out, inventory, minor repairs.   |             |
| 13.      | Cleans equipment, structures ,and facilities, such as tanks, hand rails, outsides of buildings, and shop areas   |             |
| 14.      | Performs preventative maintenance on shop equipment.   |             |
| 15.      | Performs daily, weekly, monthly inspections  |             |
| 16.      | Performs labor in setting up for and acting as standby for confined space operations.  |             |
| 17.      | Changes light bulbs, moves office partitions and furniture   |             |
| 18.      | Assists heavy equipment operator with trenching work.  |             |
| 19.      | Operates forklifts, boom lifts, and scissor lifts  |             |
| 20.      | Lifts heavy weights  |             |
| 21.      | Uses tools such as hand tools, power tools, picks, shovels, tampers, steam cleaners, and portable pumps  |             |
| 22.      | Under direction changes out air filters on HVAC units  |             |
| 23.      | Assists with sand blasting operations  |             |
| 24.      | Performs minor irrigation repairs  |             |
| 25.      | Works with mechanics on metal and sheet metal fabrication  |             |

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|     |   |             |
|-----|---|-------------|
| 26. | Works with mechanics on welding and grinding operations   |             |
| 27. | Develops proficiency required to read and interpret meters, gauges, thermometers, and other recording and measuring devices showing operating conditions. |             |
| 28. | Cleans work area.   |             |
| 29. | Participates in maintaining records and preparing reports.  |             |
| 30. | Performs other duties of a similar nature or level.   |             |
|     |   | As Required |

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

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| <b>CLASSIFICATION HISTORY</b> <i>Created 3/80, Rev 11/86, 4/92, 8/13; s001</i> |
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