

North Marin Water District

APPRENTICE ELECTRICAL / MECHANICAL TECHNICIAN

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the **minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.***

DEFINITION

Under direct supervision assists in the installation and maintenance of water and wastewater electronic, electrical and mechanical equipment, and water distribution system operations as required.

DISTINGUISHING CHARACTERISTICS

The **Apprentice Electrical/Mechanical Technician** is an entry-level class and, working with other electrical/mechanical staff, is responsible for performing a full array of duties in the installation and maintenance of the District's water and wastewater systems.

SUPERVISION RECEIVED

Receives direct supervision from the Senior Electrical/Mechanical Technician and general supervision from the Maintenance Supervisor.

ESSENTIAL DUTIES (include but are not limited to the following)

Performs entry-level skilled and semi-skilled work installing, adjusting, repairing and maintaining electronic, electrical, and mechanical equipment, including pumps and motors, instruments and controls, communications equipment, cathodic protection equipment, automatic and power operated valves, building HVAC, treatment plant equipment, lighting, and other electrical and mechanical equipment as required. Grounds maintenance involves repair of fences and gates, minor pavement repairs and markings, removal of graffiti from tank and other District sites and other grounds maintenance work, including clearing brush and trash from District properties. Landscaping involves maintaining landscape throughout District facilities, including pruning and trimming of bushes, trees, grass, plants, as well as planting new plants and grass, spray work, and repair and refurbishment of the irrigation system at all District properties.

OTHER DUTIES

Assists in preventive maintenance programs through the use of Mainscape, carries out predictive, preventative and unplanned maintenance tasks, participates in training programs to achieve journey-level skills. Performs tasks of a semi-skilled or unskilled nature as required, such as digging conduit trenches, facilities' access road maintenance, cleaning/painting structures and equipment. Performs routine grounds maintenance duties including mowing, trimming and pruning landscaped areas, clears brush and trash from roads and culverts.

Understands and observes safety rules. Maintains proficiency in the use of electrical safety procedure and gear, and in the use of other specialized safety equipment. Is on call at all times for emergencies, and when trained is required to participate in the District's on call rotation for distribution system operations.

Approved	CD
Date	1/25/08

QUALIFICATIONS (The following minimum qualifications are necessary for the entry into the class)

Education/Experience

Possess sufficient experience and education to successfully perform the duties of an **Apprentice Electrical/Mechanical Technician**. A typical way of obtaining the required qualifications is to be enrolled in an electrical apprentice program or possess the equivalent of one year of experience maintaining, repairing and installing water/wastewater electrical/mechanical systems or the performance of related work, and possession of a high school diploma or its equivalent.

Knowledge/Skill/Ability

Some primary knowledge of electrical and mechanical equipment used throughout the District's facilities and the application in distribution piping, pump station plumbing, regulators, cathodic protection, DCMS, programmable logic controllers, HVAC, lighting, local area network, software installation and maintenance, cross-connection control devices and use of personal computers. Demonstrated ability to properly apply plant, shrub and tree maintenance practices to District facilities' grounds. Good physical condition with the ability to perform the bending, lifting and twisting tasks required to perform the distribution systems maintenance operations of the department. Work weekends, holidays and remain available in the event of an emergency. Maintain effective working relationship with those contacted in the course of work.

License/Certificate

Possession of a valid Class C California driver's license.

Possession of a California Department of Health Services Grade D1 Water Distribution Operator Certificate or ability to obtain said certification within 6 months of appointment to position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."