

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2022  
**POSITION TITLE:** Lead Mechanical Technician  
**DEPARTMENT:** Technical Services  
**REPORTS TO:** Mechanical Technician Supervisor  
**FLSA STATUS:** Non-exempt

**POSITION SUMMARY:** Under general supervision of the Mechanical Technician Supervisor or Maintenance Manager, this position: customarily and regularly exercises discretion, independent judgment, and decision-making to schedule preventative and predictive maintenance activities; plan and schedule in-house special projects; administer outside services contracts; supervise staff; and perform other related duties as assigned.

**SUPERVISORY DIMENSIONS:** Provides technical and training assistance for Mechanical Technician II, Mechanical Technician I, and Mechanical Technician-in-Training and supervises Maintenance staff in the absence of the Mechanical Technician Supervisor. This position is differentiated from the Mechanical Technician Supervisor in that the Mechanical Technician Supervisor has full supervisory authority for planning, organizing, and overseeing duties of Mechanical Technician staff. The incumbent provides input and recommendations to the Mechanical Technician Supervisor and Maintenance Manager for evaluation of Mechanical Technician staff performance.

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Promote Authority's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government employees.
- In the absence of the Mechanical Technician Supervisor, supervise Mechanical Technician staff so that Department plans, goals, and objectives are completed in a safe and efficient manner, and in accordance with EWA's policies and procedures.
- Assist in the planning, scheduling, and execution of preventative, predictive, and reactive maintenance; and in-house mechanical special projects including the installation, overhaul, and repair of plant equipment and modifications to plant facilities.
- For preventative maintenance and special projects, the planning process requires the Lead Mechanical Technician to: confer with Technical Services, Operations, and Safety personnel to

determine needs; verify special conditions and required work practices; perform field inspections and investigations; obtain technical information, plans, sketches, and written instructions; define work scope; estimate time, labor, equipment, and material needs; define safety equipment and permits needs; ensure that parts and materials are on hand; review plans with end users; prepare required work orders; and compile and incorporate completed work documentation into the CMMS.

- Oversee and participate in rebuilding equipment by disassembling, cleaning, and repairing mechanical malfunctions; reassemble, install, and test equipment to ensure that it is in proper working condition.
- Assist the Mechanical Technician Supervisor/Maintenance Manager with CMMS data entry, task scheduling, and reporting; maintaining service records and preparing reports; preparing budgets; making staffing recommendations; and resolving action items, as directed.
- Interface with Operations department to facilitate preventative maintenance and/or corrective work orders, emergency response, and other coordinated departmental services as needed. Advise, assist, support, and interact with other Authority departments and divisions as appropriate.
- Monitor work sites and ensure adherence to safe work practices and procedures; respond to and resolve complex work related or equipment operating problems.
- Provide CMMS assistance to Mechanical Technician staff.
- Plan, organize, control, integrate, and evaluate the work of assigned staff; with staff, develop, implement, and monitor work plans to achieve employee goals and objectives.
- Participate in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve department goals, objectives, and work standards.
- Originate purchase order requisitions within the framework of the Authority's purchasing policy.
- Operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- Operate forklifts, utility carts, scissor lifts, aerial lifts, semi-tractors with trailers, and other such equipment within Authority operated facilities.
- Perform general housekeeping tasks and building maintenance at Authority operated facilities.
- Interface with the public, contractors, consultants, member agencies, and vendors. Conduct facility tours and information presentations as assigned.
- Respond to emergencies at Authority operated facilities.
- Performs administrative tasks for the organization as needed.

- Perform other duties as required.

Specific types of knowledge, skills and physical abilities required for these duties:

- Ability to supervise, train, and develop Mechanical Technician personnel and supervise other Technical Services personnel as required.
- Ability to effectively communicate with contractors and provide feedback on the status of work/projects, and document work progress as required.
- Ability to effectively communicate with EWA staff, provide feedback on the status of work plans and projects, and promote a positive working environment.
- Knowledge of the safe and proper use and operation of various types of hand and power tools, gas and electric cutting and welding equipment, precision measuring devices, test meters, and gauges.
- Ability to troubleshoot and repair complex problems with mechanical and associated systems.
- Ability to read, interpret, and follow contract drawings, blueprints, and equipment diagrams.
- Ability to withstand exposure to varying weather conditions, work in wet/odorous areas, and work in confined areas, tanks, and structures.
- Ability to withstand strenuous physical activities for extended periods of time to include lifting, bending, carrying, crawling, and climbing.
- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays, and days off.

**EDUCATIONAL REQUIREMENT:** Graduation from high school or equivalent. Specialized course work in compressor systems, hydraulic theory, drive systems, or pump operation and maintenance.

**EXPERIENCE REQUIREMENT:** Four (4) years of progressively responsible experience in the maintenance, repair, rebuild and service of equipment found in the wastewater industry, including two (2) years at a level comparable to a Mechanical Technician II with EWA.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

**CERTIFICATION REQUIREMENT:** Possession of a valid Grade III California Water Environment Association (CWEA) Mechanical Technologist certification or the ability to obtain certification within 12 months of appointment to the position and maintenance of the certification in an active status.

**PHYSICAL AND MENTAL DEMANDS:**

### **Physical Demands**

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel, or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

### **Mental Demands**

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

**WORK ENVIRONMENT:** While performing the duties of the job, the employee may be exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

**RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT:** This position must comply with the Authority's Respiratory Protection Policy & Procedures, which requires the use of respirators when conducting specific tasks.

**ADDITIONAL QUALIFICATIONS:** Possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation, physical examination, and drug screen.**