

## EXHIBIT A



### **CLASS SPECIFICATION**

#### **CLASS TITLE:** STREET MAINTENANCE WORKER I/II

#### **DEFINITION:**

Under immediate supervision performs a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of city streets, sidewalks, signs, and related public works facilities and infrastructure; performs traffic signing and striping work; performs a variety of manual labor and general maintenance work in support of the Public Works Department; learns to operate heavy equipment and a variety of hand and power tools; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Street Maintenance Worker I – This is the entry level class in the Street Maintenance Worker series. Initially, under close supervision, incumbents learn and perform routine street maintenance duties, and learn and apply City and safety policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessens as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Street Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Street Maintenance Worker II – This is the fully qualified journey level class of the Street Maintenance Worker series. Positions at this level are distinguished from the Street Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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 of the work unit.

Positions in this class are flexibly staffed and are normally filled by advancement from the I level once there is a departmental need, and the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

This class is distinguished from the Street Maintenance Worker III, in that the latter serves as a crew lead, providing technical and functional supervision to street maintenance staff.

#### **SUPERVISION RECEIVED AND EXERCISED:**

##### **Street Maintenance Worker I**

Receives immediate supervision from assigned supervisory or management personnel; and technical and functional supervision from a Street Maintenance Worker III.  
Exercises no direct supervision over staff.

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## Street Maintenance Worker II

Receives general supervision from assigned supervisory or management personnel; and technical and functional supervision from a Street Maintenance Worker III.

Exercises no direct supervision over staff.

### **EXAMPLES OF DUTIES:**

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

- Performs a variety of construction, maintenance and repair activities on City streets, sidewalks, storm drains, signs, and related public works facilities and infrastructure.
- Performs various paving and resurfacing treatments to City streets and roads including but not limited to grinding, paving, patch paving, pothole repair, base failure repair, and various other surface treatment on a variety of streets, roads, intersections, and cul de sacs.
- Performs curb to curb reconstruction of residential neighborhoods as necessary, prepares pavement for contracted surface treatments.
- Cleans and removes debris from streets, gutters, storm drains, catch basins, drainage ditches, sidewalks, parking facilities, and street construction sites by shoveling, raking, sweeping, and picking up debris.
- Breaks up pavements, digs holes, cuts trenches, excavates and fills in holes in streets and other paved surfaces, using sledge hammer, shovel, pick, spade, rake, hoe, hand tools or jackhammer.
- Reads and interprets plans, blueprints, sketches, and specifications; lays out job. Loads, transports, and unloads construction equipment, materials, debris, and other heavy objects related to street maintenance, using appropriately sized vehicle and/or equipment.
- Builds forms and prepares surfaces for paving, patching, or repair/reconstruction of streets, curbs, and similar public works facilities and infrastructure
- Performs demolition of concrete structures, prepares subgrades, sets forms, backfills, pours and finishes concrete in the maintenance and reconstruction of the City's sidewalks, curbs, gutters, drainage inlets, ADA ramps, and other related infrastructure.
- Installs, repairs, and replaces storm drainpipe, street signs, traffic markers, street benches, end barriers, guard rails, or other related objects.
- Utilizes cement mixer, asphalt rake, hand tools, for mixing, applying, and leveling or otherwise finishing concrete, asphalt or other such material to repair, replace, or reconstruct broken pavement and cement infrastructure.
- Paints, repaints, applies and/or removes traffic lines and markings on streets, crosswalks, parking lots, and curbs, using thermoplastic paint, stencils, legends, striping and taping equipment.
- Designs, fabricates, installs, and repairs traffic/street signs, and special signs for municipal facilities; removes signs no longer needed.
- Learns to operate heavy equipment limited to skid steers and attachments, loaders, various dump trucks, forklifts, graders, small grinders, rollers, bulldozers, trenchers, bucket trucks, vactor trucks, and sweepers; learns to operate the backhoe (loader only) and paver (screed only) in a limited capacity; operates specialized equipment such as paint stencil trucks, walk-behind stripers, and various other hand and power tools as necessary according to assignment.
- Utilizes proper safety precautions related to all work performed.
- Sets up traffic control including signs, cones, and barricades, and directs traffic around work sites.

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- Assists other City crews with the maintenance and repair of the City's facilities and infrastructure.
- Performs routine preventive maintenance on equipment as necessary.
- Picks up and discards trash, debris, human waste, and deceased animals from City streets, sidewalks, parking garages, and related facilities and infrastructure; cleans and sanitizes downtown area using power scrubber and pressure washer; performs graffiti abatement and repaints parking garages.
- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs related duties as assigned.

### Street Maintenance Worker II

#### *In addition to above:*

- Operates heavy equipment limited to skid steers, loaders, various dump trucks, forklifts, graders, small grinders, rollers, trenchers, bucket trucks, vactor trucks, and sweepers; operates the backhoe (loader only) and paver (screed only) in a limited capacity; operates specialized equipment such as paint stencil trucks, walk-behind stripers, and various other hand and power tools as necessary according to assignment.

### **QUALIFICATIONS:**

#### Knowledge of:

- Basic principles, practices, techniques and tools related to the construction, repair, and maintenance of public streets and related infrastructure;
- General use, purpose, and care of tools and equipment used in field maintenance and construction work;
- Street resurfacing materials, including asphalt, aggregates, and street paving techniques;
- Principles, practices, and standards related to installation, location, and required maintenance of traffic signs and of street markings;
- Traffic control procedures and traffic sign regulations;
- Occupational hazards, safety precautions, and safe work practices including proper use of a variety of heavy equipment, power tools, and other equipment;
- Safe driving practices;
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- Basic mathematics;
- Oral and written communication skills;
- Safe work practice;
- Practices of excellent customer service.

#### Ability to:

- Perform semi-skilled general maintenance, construction and repair tasks on assigned City streets and related infrastructure;
- Perform heavy physical labor;
- Understand and follow written and oral instructions;
- Competently and safely use various hand tools, including hammers, screw drivers, rakes, shovels, and hand tampers;
- Safely and effectively perform duties and operate equipment in regular traffic areas;

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- Learn to operate a variety of heavy equipment, power tools, and other related equipment including vehicles requiring Class B licensing and construction equipment including applicable safety practices and requirements;
- May work unusual and prolonged work schedules, may work multiple shifts during emergencies, seasonally caused circumstances, or special projects in varying climatic and temperature conditions;
- Learn to operate a variety of power equipment and tools used in the construction, repair, and maintenance of streets maintenance infrastructure and related facilities;
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, and schematics;
- Make accurate arithmetic calculations;
- Set up and operate traffic area construction zones, including cones, barricades, and flagging;
- Learn to use a personal computer to enter and retrieve data relevant to the job;
- Act quickly and calmly in emergency situations;
- Understand and carry out oral and written instructions;
- Communicate effectively, tactfully, and positively in both oral and written form;
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities;
- Utilize appropriate safety procedures and practices for assigned duties;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Contribute effectively to the accomplishments of City goals, objectives, and activities.

### Education and Experience:

Any combination of education, experience and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

#### Street Maintenance Worker I:

Equivalent to completion of the twelfth grade.

Some general maintenance and/or construction experience is preferred.

### Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C Driver's License is required. Possession within six (6) months of hire and continued maintenance of a California Class B Commercial Driver's License is required. Incumbents are subject to pre-employment drug test and inclusion in random and other alcohol and drug testing as mandated by the Federal Department of Transportation.

#### Street Maintenance Worker II

Equivalent to completion of the twelfth grade.

Two (2) years of street maintenance or construction experience similar to the Street Maintenance Worker I with the City of Napa.

### Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C Driver's License is required. Possession within six (6) months of hire and continued maintenance of a

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California Class B Commercial Driver's License is required. Incumbents are subject to pre-employment drug test and inclusion in random and other alcohol and drug testing as mandated by the Federal Department of Transportation.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to inspect and operate equipment, and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

### **WORKING CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, vermin, insects, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employment Type: Full-Time Classified  
Bargaining Unit: NCEA  
FLSA Status: Non-Exempt

Established: May 2004  
Amended: July 2010, April 2022, TBD

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### **CLASS SPECIFICATION**

**CLASS TITLE:** WATER DISTRIBUTION OPERATOR I/II

**DEFINITION:**

To perform a variety of semi-skilled and skilled tasks in connection with the operation, construction, maintenance, and repair of water distribution systems, water meters and related water system facilities; and to operate light and moderately heavy power-driven equipment. Water Distribution Operators can be assigned to any one of the operational work units in the Water Distribution Division and the work performed is determined by the assignment.

**DISTINGUISHING CHARACTERISTICS:**

Water Distribution Operator I - This is the entry level class in the Water Distribution Operator series. Positions in this class typically require little directly related work experience. The Water Distribution Operator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Water Distribution Operator II - This is the journey level class in the Water Distribution series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit.

Positions in this class are flexibly staffed and are normally filled by advancement from the I level once there is a departmental need, and the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

This class is distinguished from the Water Distribution Operator III in that the latter performs advanced journey level duties.

**SUPERVISION RECEIVED AND EXERCISED:**

Water Distribution Operator I

Receives immediate supervision from an assigned supervisor or manager and receives technical and functional supervision from a Water Distribution Operator Lead.

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## Water Distribution Operator II

Receives general supervision from an assigned supervisor or manager and receives technical and functional supervision from a Water Distribution Operator Lead.

May provide training and project direction to Water Distribution Operator I.

### **EXAMPLES OF DUTIES:**

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

- Observe proper safety precautions, set up traffic control including signs and barricades, and direct traffic around work sites.
- Flush water mains, dechlorinate discharges, exercise valves and perform other preventive maintenance activities.
- Maintain work area in a clean, orderly, and safe condition.
- Operate leak detection and pipe location equipment; inspect and assess leaks.
- Disinfect newly installed appurtenances; perform bacteriological and other water quality sampling, complete documentation for sampling.
- Read and interpret water system maps and blueprints, including Underground Service Alert marking and notification.
- Perform routine preventive maintenance on tools, equipment, and vehicles used in the work and stock vehicles with adequate supply of tools and equipment needed to perform the work.
- Keep records related to work, materials, and maintenance activities; enter data into computerized maintenance management system and other software.
- Properly load and secure heavy and awkward equipment and materials.
- Notify customers of water main shutdowns.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

In addition to the duties listed above, employees assigned to the operational work units below perform duties that may include, but are not limited to, the following:

### **Distribution System**

- Install, construct, repair, maintain, upgrade and/or replace water mains, service laterals, fire hydrants, valves, meters, meter vaults and other water system facilities and related infrastructure.
- Excavate concrete, pavement, and dirt; install shoring and bracing as required; backfill open trenches and other excavations; repair and replace damaged surfaces “to-finish” including concrete work, asphalt patching and paving.
- Operate a variety of equipment including large trucks, dump trucks, vactors and medium-sized construction equipment such as loaders, backhoes, skid steers, trenching machines, forklifts and compressors, as well as pipe threaders, pipe tapping machines, jack hammers, compaction equipment, sand blasters, valve exercisers, cut-off saws, concrete saws and chain saws.
- Perform cutting and welding related to water system construction and repairs.

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- Perform similar duties at the water treatment plants, reservoirs and watershed and other water system facilities.

### Meters and Services

- Read water meters (manually and automated) and record readings using electronic devices; tests meters for accuracy and proper operation.
- Turns services on and off; responds to customer service requests; investigates customer complaints and potential meter read and/or billing errors; and provides information to customers related to water use, billing, and other matters related to water service.
- Repair and/or replace mechanical and automated water meters and related mechanisms, including disassembly, cleaning, inspection, replacement and testing of parts; clean meter boxes and adjacent areas; maintain related records; prepare water service for use including installation of water meters and associated facilities.
- Operate light trucks, dump trucks, vactors, forklifts, compaction equipment, sand blasters and other medium-sized construction equipment.

### **QUALIFICATIONS:**

#### Water Distribution Operator I

##### Knowledge of:

- Basic techniques, equipment and methods used in installation, maintenance, and repair of water systems.
- General use, purpose, and care of tools and equipment used in water system field maintenance and construction work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices and procedures.
- Principles and practices of excellent customer service.

##### Ability to:

- Learn to perform semi-skilled and skilled tasks in a variety of utility construction and maintenance activities; perform heavy manual labor.
- On an ongoing basis, know and understand operations, and all requirements and essential aspects of the job, know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.
- Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and performing maintenance and repair activities and to reach needed items; remain in stationary position at a desk, table, counter, or while driving vehicle or operating equipment; manipulate and use a variety of mechanical and electric powered tools; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; safely use and dispose of chemicals as per instructions; and move or transport weight of 100 pounds or less.



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- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Use various hand tools and equipment, including hammers, screw drivers, rakes, shovels, hand tampers, jack hammers, compaction equipment, cut-off saws and similar equipment.
- Safely and effectively perform duties and operate equipment in traffic areas.
- Act quickly and calmly in emergency situations.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.
- Use standard measuring equipment such as a tape rule.

### Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade.

One year of general maintenance and/or construction experience.

### Water Distribution Operator II

In addition to the qualifications for the Water Distribution Operator I:

### Knowledge of:

- Practices, methods, materials, tools and equipment used in water system installation, maintenance, and repair work.
- Hazards associated with the work and proper safety precautions, including working in confined spaces, temporary traffic control operations, and installing excavation shoring.
- Vehicle codes and safety practices relevant to operating light and moderately heavy vehicles and equipment.
- CalOSHA standards and regulations as related to the work.
- Purposes and uses of a variety of vehicles, equipment, power tools, and hand tools including motorized, pneumatic and hydraulic equipment.
- Properties of construction, backfill, and finishing materials used in water system maintenance work.
- Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of water systems facilities.
- Instruments and basic principles used in corrosion control work.
- Policies and procedures related to sediment control, dichlorination, and spill control.

### Ability to:

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- Independently perform a variety of semi-skilled and skilled maintenance and construction tasks associated with water system and water meter maintenance work, including performing asphalt, concrete, and pipe work.
- Operate a variety of power equipment, tools, and medium weight vehicles and other vehicles used in the installation, maintenance, and repair of water systems.

### Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Equivalent to the completion of the twelfth grade.

Two years of increasingly responsible experience performing field maintenance work similar to that of a Water Distribution Operator I with the City of Napa.

### Special Requirements:

Water Distribution Operator I and II – Possession at the time of hire and continued maintenance of a valid California Class C Driver's License is required. Possession within six (6) months of hire and continued maintenance of a California Class B Commercial Driver's License with Tanker Endorsements is required. Incumbents are subject to pre-employment drug test and inclusion in random and other alcohol and drug testing as mandated by the Federal Department of Transportation.

Water Distribution Operator I – Possession within six (6) months of hire and continued maintenance of a Grade D1 Water Distribution Operator Certificate issued by the State of California is required.

Water Distribution Operator II – Possession within six (6) months of hire and continued maintenance of a Grade D2 Water Distribution Operator Certificate issued by the State of California is required.

### Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise, traffic conditions, and exposure to loud equipment and machinery, dust, dirt, fumes, vibrations and other conditions typical to a heavy construction site. Work is performed in ground excavations, potentially wet environments and around pressurized water pipes and adjacent utilities including sewer, natural gas, electric, communication lines and storm drains. Positions require responding to emergencies and working outside of normal business hours including evenings and weekends. Positions are subject to standby assignments, and those so assigned shall meet residency requirements of the MOU. Travel is rare.

Employment Type: Full-Time Classified  
Bargaining Unit: NCEA  
FLSA Status: Non-Exempt

Established: April 2022  
Revised: TBD

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## **CLASS SPECIFICATION**

**CLASS TITLE:** WATER PLANT MAINTENANCE MECHANIC I/II

**DEFINITION:**

To perform a variety of skilled and semi-skilled field and shop mechanical duties related to the installation, testing, maintenance, documentation, and repair of water treatment plants infrastructure including distribution facilities, raw and potable water pump stations, pressure regulating stations, chemical feed systems, storage tanks, clarifiers, basins, pumps, motors, gear boxes, valves, buildings, and grounds.

**DISTINGUISHING CHARACTERISTICS:**

Water Plant Maintenance Mechanic I - This is the entry level class in the Water Plant Maintenance Mechanic series. Positions in this class typically require little directly related work experience. The Water Plant Maintenance Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Water Plant Maintenance Mechanic II - This is the journey level class in the Water Plant Maintenance Mechanic series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit.

Positions in this class are flexibly staffed and are normally filled by advancement from the I level once there is a departmental need, and the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

This class is distinguished from the Water Plant Maintenance Mechanic Lead in that the latter performs the more complex maintenance, repair and troubleshooting of mechanical and electrical equipment and provides technical and functional supervision over assigned staff.

**SUPERVISION RECEIVED AND EXERCISED:**

Water Plant Maintenance Mechanic I

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Receives immediate supervision from an assigned supervisor or manager and receives technical and functional supervision from a Water Plant Maintenance Mechanic Lead

### Water Plant Maintenance Mechanic II

Receives general supervision from an assigned supervisor or manager and receives technical and functional supervision from a Water Plant Maintenance Mechanic Lead.

#### **EXAMPLES OF DUTIES:**

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

- Install, inspect, maintain, and repair a wide variety of water treatment plant and storage facilities and equipment, including pumps, valves, motors, control systems, chemical feed equipment and piping systems.
- Diagnose and repair malfunctions in mechanical, electrical, electronic, hydraulic, and related systems and equipment; perform preventive maintenance as scheduled; make adjustments as required.
- Lay out and install plant mechanical and electrical systems and component equipment; read and interpret plans, specifications, blueprints, and schematics; inspect contract work as assigned.
- Prepare and maintain a variety of records of work performed, including work orders, equipment and material estimates, logs and related records and reports.
- Operate and maintain a variety of heavy tools, equipment, small hand and power tools; lubricate and weld equipment as necessary.
- Perform regularly scheduled preventive maintenance work on plant and pumping station equipment; maintain records of maintenance work done on equipment; disconnect equipment prior to removal.
- Install, fabricate, dismantle, maintain, repair, reassemble, test, and calibrate a wide variety of water treatment plant, storage and pumping facilities, including chemical feed systems, pumps, valves, motors, gearboxes, compressors, generators, and piping systems.
- Perform routine preventive and predictive maintenance, including installing, inspecting, diagnosing, hearing, feeling, cleaning, lubricating, and adjusting to keep equipment in optimal working condition.
- Troubleshoot and diagnose, identify, test and repair malfunctions in mechanical, pneumatic, hydraulic related systems and equipment; perform preventive maintenance as scheduled; make adjustments as required.
- Follow appropriate AWWA Standards and SWRCB and RWQCB regulations as applicable in work application.
- Lay-out and install plant mechanical equipment; read and interpret O&M manuals, plans, specifications, blueprints, and schematics; inspect contract work as assigned.
- Design and implement solutions for mechanical, fabrication, plumbing, solvent welding, soldering, welding, drilling, grinding, cutting, and machining as needed to modify and repair water treatment plant process equipment
- Prepare and maintain a variety of records of work performed, including work requests, work orders, equipment and material estimates, logs and related records and reports.
- Observe safe work methods, utilize PPE and safety precautions related to the work. Follows standard operating procedures including but not limited to: Lock-out, Tag-out, Block-out Bleed-out before engaging in work, especially in confined space areas.
- Assist in construction of special projects, reading and interpreting blueprints and understanding oral instructions.

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- Machine parts for the repair of equipment using a variety of machine tools including, lathes, mills, grinders, drill presses, and a variety of precision measuring instruments.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion, and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

### **QUALIFICATIONS:**

#### Water Plant Maintenance Mechanic I

##### Knowledge of:

- Maintenance methods, practices, tools, and equipment used in water treatment plant, buildings, grounds, and systems.
- Methods of corrective, preventive and predictive maintenance.
- Basic theories and principles of mechanical, combustion engine, hydraulic, pneumatic, and electrical trades.
- Safety regulations and practices.
- Safe use of hand tools, shop tools, machining tools, measurement tools, such as lathe, drills, mill, micrometers, calipers.
- Rigging principles and techniques.
- Pertinent federal, state, and local codes, laws, and regulations.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

##### Ability to:

- Perform a variety of semi-skilled and skilled duties including installing, diagnosing, repairing, and maintaining a wide variety of water treatment and storage systems, facilities, and equipment.
- On an ongoing basis, know and understand operations, and all requirements and essential aspects of the job, know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.

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- Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and performing maintenance and repair activities and to reach needed items; remain in stationary position at a desk, table, counter, or while driving vehicle or operating equipment; manipulate and use a variety of mechanical and electric powered tools; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; safely use and dispose of chemicals as per instructions; wear respiratory equipment as needed; and move or transport weight of 50 pounds or less.
- Read and interpret operations and maintenance manuals, plans, specifications, blueprints, and schematics.
- Diagnose malfunctions and determine effective courses of action for correcting them.
- Respond to plant, pump station, tanks, and regulator station emergencies.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Operate and maintain a wide variety of tools and equipment used in mechanical field and related trades; keep tools clean and in proper working order, drives light and medium trucks, forklifts and manlifts.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives, and activities.

### Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade. Completion of a recognized apprenticeship in an appropriate trade, college or technical coursework and experience in a plant or similar operational setting are desirable.

Two years of mechanical maintenance and repair on a stationary plant or relative equipment.

### Water Plant Maintenance Mechanic II

In addition to the qualifications for the Water Plant Maintenance Mechanic I:

### Knowledge of:

- Standard operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair, and service of equipment related to water operations.

### Ability to:

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- Independently perform a variety of skilled complex repairs, maintenance, and service tasks involving pumps and motors.

### Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Equivalent to the completion of the twelfth grade.

Two years of increasingly responsible experience performing field maintenance work similar to that of a Water Plant Maintenance Mechanic I with the City of Napa.

### Special Requirements:

Water Plant Maintenance Mechanic I and II - Possession at the time of hire and continued maintenance of a valid California Class C Driver's License is required. California Class A Commercial Driver's License is desired. Incumbents who possess a Class A are subject to pre-employment drug test and inclusion in random and other alcohol and drug testing as mandated by the Federal Department of Transportation.

Possession within twelve (12) months of hire and continued maintenance of a Grade T2 Water Treatment Operator Certificate issued by the state of California is required.

Water Plant Maintenance Mechanic I – Grade 1 CWEA Mechanical Technologist Certificate and/or ABC Plant Maintenance Technologist Class I and Grade D2 Water Distribution Operator Certificate issued by the State of California are desired.

Water Plant Maintenance Mechanic II – Grade 2 CWEA Mechanical Technologist Certification and/or ABC Plant Maintenance Technologist Class II and Grade D2 Water Distribution Operator Certificate issued by the State of California are desired.

### Working Conditions:

Work is performed in a typical outdoor and plant environment on a year-round basis, subject to typical field noise and exposure to loud equipment and machinery. Some positions may be assigned to remote locations. Positions may be required to work outside of normal business including evenings and weekends including standby shifts to respond to emergency situations. Incumbents must be willing to work in confined spaces and with exposure to potentially hazardous substances. Employees must be capable of obtaining and maintaining a proper facial seal in order to wear respiratory protection equipment when required.

Employment Type: Full-Time Classified  
Bargaining Unit: NCEA  
FLSA Status: Non-Exempt

Established: July 1994  
Revised: May 2016, April 2022, TBD