

## **Apprentice Plant Mechanic**

### Class Description

#### **Definition**

Under direct supervision, learns to perform and assist others in a variety of unskilled, semi-skilled and skilled tasks associated with the maintenance and repair of water quality control plant and pump station equipment, machinery and facilities; and performs related work as required.

#### **Distinguishing Characteristics**

This class represents a trainee level for a journeyman wastewater treatment plant maintenance mechanic. Incumbents in this class must pass a written Apprenticeship Aptitude Test offered by the Union of Operating Engineers, qualify for and remain an indentured Apprentice of the Union of Operating Engineers, Local 39, Apprenticeship Training Program until graduation which is a four-year obligation.

#### **Typical and Important Duties**

1. Cleans the inside and outside of plant facilities and buildings, performs grounds maintenance.
2. Learns to inspect, locate, and diagnose mechanical defects in water quality control plant equipment and facilities.
3. Learns to install and service a variety of equipment, including pumps, pipelines, valves, and other types of stationary machinery, and equipment; assists with the more complex installation, servicing, rebuilding, replacement and maintenance of equipment.
4. Learns to use and uses mechanic's tools, welders, plumbing tools, and machinist tools to fabricate, rebuild, strengthen, and maintain various parts and pieces of mechanical and electrical equipment.
5. Assists in fabricating, assembling, and installing special structures and equipment as needed.
6. Repairs and replaces pipes, valves, fittings and other related equipment.
7. Works in confined spaces, indoors, outdoors, and at elevated locations.
8. Operates lift trucks, cranes, and other hoisting and lifting equipment safely.
9. Maintains accurate records and updates shop drawings and schematics.
10. Makes repairs to electrical equipment, including the rewiring and replacing of defective and worn parts.
11. Successfully completes the requirements of the apprenticeship program.
12. Performs related duties and responsibilities as assigned.

#### **Job-related Qualifications**

##### *Knowledge of:*

- Basic mathematics.
- General methods, tools, and equipment used in mechanical maintenance and repair work.
- General principles of proper tool usage and mechanical maintenance.
- English usage, spelling, grammar, and punctuation used in report writing.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Principles and practices of customer service.

- Basic office equipment, methods, procedures, and computer hardware and software.

*Ability to:*

- Properly apply knowledge gained through classes, experience, and training programs.
- Detect, report and take appropriate action to correct mechanical faults and failures.
- Perform a wide variety of mechanical maintenance work.
- Understand and carry out oral and written directions.
- Observe proper safety precautions and procedures.
- Take a proactive approach to customer service issues.
- Understand and carry out oral and written directions.
- Work in a safe manner, following City safety practices and procedures; safely handle hazardous materials; identify, correct, and report safety hazards; and administer first aid.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimal supervision.
- Communicate effectively in writing and orally, and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using tools and instruments properly and safely.
- Operating light power-driven equipment.
- Driving a truck and forklift safely and competently.
- Performing heavy manual labor.
- Operating a personal computer and a variety of software applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* One year of full-time or two years of part-time experience in the maintenance and repair of a variety of mechanical equipment.

*Training:* Equivalent to graduation from high school.

### **Licenses and Certificates**

All licenses and certifications must be maintained as a condition of employment.

- Incumbents must remain in the Apprenticeship Program as a condition of employment.
- Possession of, or ability to obtain and maintain, an appropriate, valid California driver's license and maintenance of a satisfactory driving record.
- Possession of, or ability to obtain and maintain, a Confined Space Certification by the end of the probationary period.
- Possession of, or ability to obtain and maintain, a Forklift Operator's certification by the end of the probationary period.
- Ability to obtain and maintain, a Hazardous Materials First Responder Certification by the end of probationary period.

### Special Requirements

Essential duties require the following physical skills and work environment: *Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 75 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person, by radio, and over the telephone; smell to distinguish odors.

*Work Environment:* Work in a standard office, shop, or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards, explosive hazards and bio-hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies.

Approved:	September 2013
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	Operating Engineers
ADA Review:	September 2013
DOT:	No
Physical:	Class 2
Status:	Classified/Non-exempt
EEOC Category:	
Job Code:	D220

### ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MWE
5. MAE
6. MWE
7. OAE
8. OAE
9. MDS
10. SDE
11. SDE
12. SDE