

CITY OF SIMI VALLEY

PLANT MAINTENANCE PROGRAM TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, maintains the information management system, Maintenance Program 2 (MP2) for the sanitation facility. Maintains the preventative maintenance program database; operates the system's equipment and parts inventory, work order management, maintenance service scheduling, and related database system components. Leads, oversees, and participates in the work of staff responsible for maintaining, repairing and installing a variety of wastewater treatment plant equipment, machinery and related facilities; provides training to Plant Maintenance Technicians; and oversees and participates in special projects as necessary.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and maintain the sanitation plant preventative maintenance program database; operate the system's equipment and parts inventory, work order management, maintenance service scheduling, tasking, and meter history system components.
2. Implement a preventive maintenance program for wastewater equipment and maintain data in system; identify and coordinate equipment maintenance needs; revise maintenance schedules as necessary; maintain efficient records on operations and activities; generate a variety of system reports regarding repairs and maintenance.
3. Develop and maintain the system's inventory control module; monitor maintenance inventory and equipment; enter and retrieve data and generate system reports; track inventory changes and requisition materials and supplies; estimate time, materials, and equipment required for jobs assigned; work with vendors on material selection and purchase.
4. Track the status of work orders in the MP2 system; coordinate with staff to ensure work orders are fulfilled and staff are appropriately assigned; enter completed work orders and generate updated reports.
5. Assist with installing MP2 system upgrades; troubleshoot database system problems; coordinate with Information Services to maintain system hardware and software.
6. Prepare monthly, quarterly, yearly and other related maintenance reports as required and requested; modify database programming to generate new reports; develop and run spreadsheets and queries; create various memoranda and routine correspondence.
7. Develop and provide training on systems and procedures; research and analyze maintenance practices; revise technical documents, training materials and internal procedure manuals.

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8. Lead, plan, train and review the work of staff responsible for maintaining, repairing and installing wastewater treatment plant equipment; train assigned employees in maintenance methods and techniques, and in the set-up and use of equipment.
9. Diagnose, troubleshoot, and repair malfunctioning equipment; perform maintenance, repair, and overhaul activities on treatment process equipment.
10. Perform mechanical, electrical, welding, machining, millwright, or pipefitting maintenance activities on equipment, including lubrication, inspection, and replacement of parts; operate a variety of heavy equipment, including loaders, backhoe, bulldozers, cranes, forklifts, and graders as necessary.
11. Ensure the adherence to safe work practices and procedures, including using lock out/tag out procedures and confined space rules and regulations.
12. Interpret drawings, blueprints, schematics and diagrams for wastewater systems.
13. Oversee and participate in special projects as assigned.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of wastewater treatment plant maintenance program.
Basic principles and practices of computer science and information systems.
Principles and practices of a preventative maintenance information database system.
Principles of lead supervision and training.
Principles and practices of inventory control.
Office procedures, methods, and equipment including computers and applicable software applications, including operational characteristics of database systems.
Personal computer hardware and software components.
Basic methods and techniques used in troubleshooting information systems hardware and software problems.
Fundamentals of pipefitting and fabrication.
Programmable logic controls, telemetry units and fiber optics.
Operational characteristics of maintenance equipment and tools.
Metering and measuring devices related to wastewater.
Mathematic principles and practices.
Occupational hazards and standard safety practices.

Ability to:

Perform a variety of technical duties involved in database and systems development and administration.
Lead and train staff in the area of work assigned.
Maintain a preventative maintenance information database system.
Operate office equipment including computers and supporting software applications.
Interpret, explain, and enforce departmental policies and procedures.
Operate a variety of maintenance equipment in a safe and effective manner.
Diagnose, troubleshoot, update and repair malfunctioning equipment.
Adapt to changing technologies and learn functionality of new equipment and systems.

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Maintain detailed records and prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the mechanical trades.

Experience:

Four years of increasingly responsible experience in the maintenance and repair of wastewater treatment plant equipment, including one year of preventative maintenance database systems experience and one year of lead supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, oils, toxic chemicals, and inclement weather conditions; work with water or in confined spaces.

Physical: Sufficient physical ability to perform moderate to heavy lifting and carrying; reaching, kneeling, crawling, climbing; standing or sitting for prolonged periods of time.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

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