

Job Description

Job Title: Maintenance Technician
Department: Asset Management
Reports To: Chief Plant Operator
Location: Camp Pendleton, CA
Classification: Non-Exempt
Normal Business Hours: Approx. 7:00 a.m. – 4:00 p.m., Monday thru Friday
Prepared Date: March 20, 2020

Job Objective – This is an entry-level position reporting directly to the CPO. The Maintenance Tech has responsibility for assisting in the successful operation and maintenance of the Wastewater Treatment Facilities at Camp Pendleton.

Principal Duties and Responsibilities

- Inspects, cleans, repairs, replaces and maintains piping, valves, motors, grinders, pumps, aerators, screens, compressors, filters, clarifiers, chemical feed systems and related equipment; assists in water and wastewater treatment plant repairs as necessary.
- Performs general, grounds, and preventive maintenance and repair in and around plant facilities including lubricating equipment, washing process equipment; performs landscape duties including mowing, edging, and weed abatement.
- Maintain Computerized Maintenance Management System
- Notifies supervisors when consumables inventories are low.
- Operates a variety of tools and equipment necessary to maintain the water and wastewater treatment plant system and equipment.
- Performs basic skilled water pollution control laboratory testing and analysis; takes samples; adheres to quality assurance programs for laboratory analysis and instrumentation. Prepares and updates records and logs in compliance with state and federal mandates for reporting.
- Ability to work at other locations
- Perform supervised equipment maintenance
- Perform house-cleaning activities such as dusting, mopping, hosing etc.
- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- Inspect and troubleshoot equipment and systems.
- May be asked to performs treatment plant inspection, monitoring, and documenting plant operations by reading plant equipment gauges, dials, computer screens, graphs, and other instrumentation; making adjustments to process controls as directed by the supervisor; identifying operational problems and ensuring they are corrected; ensuring that plants are operating within safety standards established by federal, state, and local laws, ordinances and regulations.
- Assist in tasks when needed.
- Communicate any problems/issues to supervisor

- Assists skilled maintenance workers and sub contractors with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Cleans buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Maintains assigned tools and equipment for the purpose of ensuring availability in safe operating condition.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Promote and adhere to PERC's written corporate Safety program
- All other tasks as assigned by CPO
- Maintain acceptable attendance per PERC standards

Knowledge, Skills and Abilities Required

1. General computer skills including good working knowledge of Microsoft Outlook, Word and Excel. Ability to learn CMMS program used on site.
2. Excellent team-working and communications skills to enable effective interaction with other PERC Water personnel, including peers. Able to establish and maintain effective working relationships with others.
3. Physical:
 - Body Positions: Standing, sitting for extended periods of time, walking.
 - Body Movements: Use of hands, eyes, ears, arms and voice. Must be able to lift, push and pull up to 40 pounds on a regular basis.
 - Must be able to climb up and down stairs and ladders and climb into process tanks and enclosures
 - Must be able to climb on, or into facility equipment and systems (Confined Space Training required).
 - Must be able to work weekends, nights or holidays as needed.
 - On call availability as scheduled
 - Must be able to travel from jobsite to jobsite within in the area
 - Occasional Travel Required
4. Mental:
 - Language ability includes reading, writing, spelling, and the ability to communicate clearly on business topics in English.

Education, Professional Credentials and Experience

1. High School Diploma or equivalent
2. 1-2 years of previous mechanical experience
3. Valid CA State issued driver's license
4. Degree a plus but not required

Work Conditions

Jobsite (Wastewater reclamation facility) indoor and outdoor

Reporting Relationships

The following positions may provide functional support to the Maintenance Tech:

Corporate Vice Presidents
Technical Services / Safety / Area Operations Managers
Company Directors
Grade I - IV Operators / OIT's
Maintenance Technicians
Chief Plant Operator
Lead WWTP Operator
Corp G&A Personnel

ACKNOWLEDGMENTS

I understand that this job description does not list all of the duties of my job. I am aware that I may be asked by my supervisors to perform additional duties or follow additional instructions. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description. I have reviewed and understand the above job description. I understand the Company has the right to change this job description at any time. I also understand I am an at-will employee and that this job description is not an employment contract.

Employee Name (Printed)

Signature

Date

Supervisor

Date