



## POSITION DESCRIPTION

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**TITLE: PUMP/MOTOR TECHNICIAN I AND II**  
**REPORTS TO:** Information Technology Supervisor  
**GRADE:** 4, 6  
**FLSA:** Non-Exempt  
**CONFIDENTIAL:** No

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None

**INDIRECT:** None\*

*\*Pump/Motor Technician II provides technical guidance to the Pump/Motor Technician I.*

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position. A State of California Water Distribution Operator D1 certification is required by law for this position.

**EDUCATION:** Level I - High School diploma, or equivalent and water and /or wastewater coursework; valid California driver's license and proof of insurability; and Standard First Aid and CPR certification are required. A CWEA Grade I Plant Maintenance Technologist certification is preferred.

Level II – Associate's degree or equivalent with five years progressive experience, or high school diploma or equivalent along with seven years progressive experience in journey level water/wastewater rotating equipment maintenance. A CWEA Grade II Plant Maintenance Technologist certification is preferred.

**EXPERIENCE:** Level I - One year of direct experience in the maintenance of water distribution and treatment facilities, wastewater collection, pumping and treatment; proven mechanical skills; comprehensive ability to effectively utilize a personal computer and peripherals along with related word processing and spreadsheet programs.

Level II – Five years journey level maintenance of water/wastewater systems to include complex repair, preventive maintenance and diagnostics; use of sophisticated diagnostic tools; maintenance management software; electrical troubleshooting; understanding of pump curves and ability to select and size pumps; NEC, Lock Out/Tag Out; ability to fabricate using machinists tools; comprehensive ability to effectively utilize a personal computer and peripherals along with related word processing, spreadsheet, SCADA and CMM or EAM programs. Prior experience as a crew leader desired.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive specific work direction and review results; district employees to resolve purchasing, inventory and vendor-related issues; Operations Supervisors; Plant and Systems Operators; Instrument Control Technicians to assist in installation and front line support of telemetry equipment; all other District personnel as required.

**EXTERNAL:** Interaction with outside consultants and vendors to purchase materials and to coordinate external repair of equipment.

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## PHYSICAL REQUIREMENTS

Ability to walk extended distances; climb steep hills and ladders; assist with lifting up to 100 pounds. Ability to tolerate repeated bending and stooping. Good hearing, eyesight and speech are necessary. Ability to effectively utilize a personal computer, keyboard and peripherals. Ability to tolerate prolonged exposure to a computer screen. Ability to utilize various laboratory equipment. Excellent verbal and written communication skills are required.

***These positions require the ability to work evenings, weekends, and Holidays.***

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## ENVIRONMENTAL CONDITIONS

Frequently work around live electrical circuits. Work is often performed outdoors in all kinds of weather. Subject to: hazardous materials (e.g. chlorine, bacteria, etc.), confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals and insects, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Work in pump stations. Subject to: loud noises and possible foul odors. Office settings have lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

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## DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include responding to troubleshooting, maintenance, repair, tuning and documentation of a variety of mechanical and electrical systems throughout the District including potable water treatment, potable distribution, recycled distribution, wastewater collection and treatment. Performs a variety of maintenance and repair duties related to pumps, grinders, turbines and other motorized equipment typical of the industry including checking, servicing, lubricating, repairing, rebuilding and maintaining district-wide facility mechanical and electromechanical equipment, structures and grounds. Ability to operate various air, electric and hand tools to remove, repair and install pumps, motors and related equipment required. Use vibration analysis, infrared thermography, amp draws, and other tools to detect potential problems. Occasional assistance in the installation, diagnoses and repair of instrument and control systems.

Support of the District Strategic Plan and Mission Statement; and the ability to work effectively in a team environment are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Stable, reliable attendance is required. Level I Pump/Motor Technicians work under general supervision. Level II Pump/Motor Technicians work independently with general and minimal level of supervision. Level II Pump/Motor Technician provides training and technical guidance to Level I Pump/Motor Technician.

The following tasks are typical for this classification. Incumbents may not regularly 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 or staffing needs and changing business practices as defined by the General Manager.

### **% TIME      TASKS**

#### **LEVEL**

**I      II**

**70%**

**45%**

Performs troubleshooting, maintenance and repair:

- Tests, troubleshoots, and performs preventative maintenance on a variety of industrial mechanical systems and machinery.
- Repairs and/or replaces defective parts.

- Performs routine pump station duties including testing pressure and temperature switches, oil changes, lubrications and checking coupling alignments, motor AMP loads and pump output capacities; drafts maintenance reports and procedures; performs routine checks, oil changes, pump repacks, lubrications, cleaning and other preventive maintenance tasks on facility and pump station equipment and structures.
  
- 10%**    **15%**    Support District's Enterprise Asset Management (EAM) program:
  - Ensures the timely and accurate completion of preventative maintenance activities.
  - Requisitions necessary material, equipment, and supplies.
  - Researches new maintenance methods, techniques, and equipment and makes recommendations.
  - Schedules and coordinates activities with other staff, departments, and agencies.
  - Provides detailed reports on activities as directed.
  
- 0%**    **10%**    Supports new construction:
  - Reviews plans and provides design input to design engineers.
  - Inspects new installations for conformity to District standards.
  
- 10%**    **10%**    Telemetry Support
  - Assist with communications and PLC issues.
  - Provide support to Instrument Control Technicians for new construction and repairs.
  - Assist plant or system operators with remote system management and control.
  
- 0%**    **10%**    Trains other team members (Level I Pump/Motor Technician and/or Plant and Systems Operators):
  - Acts as technical guide and lead for team members.
  - Trains team members on preventive maintenance concepts and practice.
  - With help from Supervisor and Instrument Control Technician II, guide team members on District electrical safety policy and procedures.

**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

- 10%**            Performs all related duties as assigned.