



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Maintenance Trades Assistant
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GENERAL PURPOSE

Under immediate supervision, performs unskilled and semi-skilled work in assisting and supporting craft and trade personnel in the construction, maintenance, repair, and servicing of District systems, facilities, vehicles, and equipment; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This entry-level classification performs routine construction, maintenance, repair, and servicing of District systems, facilities, vehicles, and equipment duties. Incumbents may be assigned to multiple trades areas to assist journey level staff. 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.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Uses hand tools to dig cable and transmission ditches, uncover mains or pipelines, clean sludge beds or reservoirs, and level surfaces.
- Assists journey-level trades workers in the performance of skilled and semi-skilled work in the construction, installation, servicing, maintenance, and repair of a variety of mechanical and electrical systems, equipment and machinery, such as pumps, valves, electrical motors, large diesel and natural gas engines; assists skilled trades workers in the rebuilding of parts, equipment, and tools.

- Assists journey-level workers in construction, mechanical, electrical, facilities, and distribution and wastewater collection system maintenance trades by carrying tools and supplies, holding equipment in place, cleaning tools and equipment, and cleaning work areas.
- Assists and works under direction changing oil and checking fuel and oil levels; delivers fresh oil and removes waste oil with oil delivery truck; loads and unloads tools and equipment, holding ladders and a variety of other trades assistant/helper duties associated with the construction, servicing, maintenance, and repair of water works systems, facilities, and equipment; assists with crane jobs.
- When qualified, performs safety assistant role for journey-level trades workers.
- Performs preventive maintenance program duties on a variety of pumps, motors, valves, equipment, mechanical and electrical systems, and machinery, inspecting, servicing, and changing filters, oil, and other fluids in machinery and vehicles.
- Cleans and paints facilities and equipment; removes debris from various sites and operates a truck to haul debris for disposal.
- Operates compressors, hoists, steam cleaners, pneumatic and electric tools, and similar equipment, i.e., hand tools; may receive training and become certified to operate a crane and forklift to load, unload, and/or store materials and supplies.
- Assists distribution system and wastewater collection system crews in the construction, maintenance, and repair of facilities and equipment; drives light truck to deliver supplies, materials, and parts to work sites; inspects and services vehicles to maintain proper operating and safety requirements; operates a variety of hand and power tools and equipment; excavates and backfills trenches using hand tools.
- Assists in the maintenance and repair of pumping stations, fire hydrants, manholes, culverts, well sites, reservoirs, and other facilities; assists in setting up traffic barricades to protect crews from street traffic.
- Performs duties in confined spaces, utilizing departmental safety policies and procedures.
- Performs unskilled, utility building and equipment maintenance work, including rough masonry, carpentry, plumbing, electrical, painting, cleaning, and minor repairs; repairs and replaces tile; assembles and moves furniture.
- Reads, interprets, and works from rough sketches, diagrams, blueprints, and drawings.
- Maintains records of maintenance and repairs performed.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Methods, techniques, tools, and equipment common to the building and/or public works construction fields.
- Shop mathematics.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate and maintain a variety of hand and power tools used in the work.
- Accurately read meters, gauges, valve books, blueprints, and schematic drawings.
- Maintain records.
- Follow and apply written and oral work instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- One (1) year of experience in the use of hand and power tools, equipment, and machinery associated with the construction, mechanical, electrical, or building trades.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy; and the ability to obtain a Class A driver's license, with hazmat and tank endorsements, within 18 months of date of hire, and the ability to maintain insurability under the District's Vehicle Insurance Policy. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.
- Positions assigned to the Electrical Department require a valid Class C driver's license, a Class A driver's license with hazmat and tank endorsements is not required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. 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, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Eastern Municipal Water District
Job Title: Maintenance Trades Assistant
Last Update: September 1, 2020

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, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Maintenance Trades Assistant
Last Update: September 1, 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Maintenance Trades Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____