



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Maintenance Mechanic	549-740-6490-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Maintenance Mechanic	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities/District Water Service	HSSSHM Hilltop Water Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Chief III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>This position works under the general direction of the Park Maintenance Chief III of the San Luis Obispo Coast District. The reporting location is the Hilltop Water Office at Hearst Castle®. The incumbent will perform skilled tasks in connection with the maintenance and repair of the district's water distribution, treatment, wastewater systems and other facilities thorough the district. The employee may be required to work holidays if operational needs dictate. Hearst San Simeon HSM is open 7 days a week. Work schedule is Thursday - Monday, 6:30am-3:00pm.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>Facility Maintenance and Repair</u> Lead and/or work with other workers in performing skilled carpentry, roofing, painting, masonry, electrical, plumbing and other related construction skills in the completion of maintenance and repair of water related and facility projects throughout the district. Direct and assist with the work of lesser-skilled personnel to maintain work sites in a clean and safe manner. Regular maintenance and repair of water pumps and motor systems. Assist the Water and Sewage Plant Supervisor (WSPS) in maintaining compliance with local, State and Federal drinking water regulations. Observe and read meters and gauges. Operate valves in ground vaults. Inspect, repair, and maintain all water treatment plants, distribution lines, wells, springs, reservoirs, sewage pump stations, septic systems and associated mechanical equipment such as booster pumps and pressure tanks.. Responsible for maintenance and repair to water and sewer plant systems, including "Supervisory Control and Data Acquisition" (SCADA) operating systems. Respond to maintenance related emergencies throughout the district. Must follow Water System Operators Daily Duties directory.	
30%	<u>Administration</u>	

	Keep accurate and legible records and documentation of all work assignments. Enter daily water meter readings and tests into computerized water system SCADA. Actively participate in bi-weekly safety meetings.	
25%	<u>Tools and Equipment</u> Be familiar with the methods and terminology to operate and maintain tools and equipment in a safe manner. Identify and arrange repair and servicing of tools and equipment, including sharpening of saws, cleaning and oiling in accordance with recommended specifications for each piece of equipment. Safely operate a motor vehicle, including various types of utility carts and some light equipment.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Performs other job-related duties as necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, various chemicals and/or loud noises. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking and sitting.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Must possess a valid Class C driver's license.		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE