Job Description

Position: Industrial Maintenance Technician
Department: MRF Maintenance
Position Status: Full Time/Exempt
Bargaining Unit: Operations Unit
Reports to: MRF Maintenance Supervisor
Revised: July 2018

DEFINITION
The Industrial Maintenance Technician is responsible for preventive and corrective maintenance of a variety of electrical and mechanical equipment and building electrical systems. This position requires proficiency in multiple skill clusters, such as electrical controls, mechanical systems and processing equipment. This person performs mid to high-level mechanical and electrical systems installation, troubleshooting and repair.

DISTINGUISHING CHARACTERISTICS
This is a single journey-level job classification in which the incumbent is required to perform electrical work with AC voltages from 120 to 480 volts in a production environment. The person is assigned the day-to-day mid to high-level electrical and mechanical maintenance work of the Materials Recovery Facility (MRF) and District buildings. The person must be available to work a flexible schedule, overtime and weekend hours due to production demand and be required to be on call to service equipment as business needs dictate.

ESSENTIAL FUNCTIONS
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

- Perform Preventive Maintenance (PM) and Predictive Maintenance (PdM) (e.g., pneumatic systems, material handling equipment, hydraulic equipment, dock equipment, electronic and electrical equipment, etc.) to increase equipment reliability and up-time.
- Troubleshoot, maintain and modify Programmable Logic Controllers (PLCs) and programming to repair, improve and optimize processes of MRF processing equipment.
- Install, disassemble, repair, and reassemble equipment systems and site electrical equipment.
- Perform skilled electrical problem diagnosis, repairs, and maintenance on MRF processing equipment.
- Perform mechanical and electrical repairs on large pieces of equipment using appropriate cranes, lifts, jacks, hoists, and other equipment as necessary.
- Interpret schematics and equipment manuals to troubleshoot equipment.
- Calibrate analog and digital instrumentation.
- Analyze process data and make decisions on equipment maintenance and improvement activities.
- Lead process improvement and initiate change.
- Comply with all District safety standards and regulations (e.g. LOTO, PPE, etc.)
- Accurately and thoroughly document and track all corrective and preventive maintenance performed throughout the course of the day; including searching and issuing parts, documenting equipment issues and entering inspection/measurement points.
- Prioritize and self-schedule maintenance work around production activities to achieve both production and maintenance KPI's.
- Assists in the development of specific technical and training documentation.
- Assists in training and skills development of other department employees.
- Drive MRF goals & objectives through individually led projects and continuous improvement activities.
• All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and adhere to assigned work schedule and meet District Attendance Standards. Must show cooperation and respect to fellow employees and supervisors at all times.
• Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES
The person in this position does not provide direct supervision to other employees. They may provide indirect oversight and lead the work of assigned workgroup and provide training to other department employees.

QUALIFICATIONS
Knowledge, Skills and Abilities
• Ability to work safely without incidents, accidents, or injuries.
• Knowledge of work safety methods and programs.
• Strong interpersonal and communication skills and the ability to work effectively in a team environment with people of varying skills and backgrounds.
• Highly motivated, self-directed, multi crafted worker that is able to work autonomously and lead a team in a fast paced and often loud production environment.
• Ability to troubleshoot problems, identify root causes (root cause analysis) and propose and implement remedies.
• Ability to perform calibrations, installation and maintenance of process and analytical instrumentation.
• Ability to troubleshoot automated equipment such as electric motors, PLCs, VFDs, sensors, pressure switches, breakers, disconnects, pumps, etc.
• Knowledge of principles, methods, tools, and equipment required to troubleshoot and repair electrical motors and control systems.
• Knowledge of utility grade electrical components, DC and AC electrical circuits.
• Ability to read and interpret electrical schematics, diagrams, repair and parts manuals.
• Ability to perform mechanical repairs to MRF equipment, conveyor belts, bearings, pulleys, rollers, chain drives, gearboxes, disc screens, walking floor systems, misting systems, hydraulic and pneumatic systems, and various material sorting equipment.
• Knowledge of welding and fabrication, wear prevention, metal types, metal working tools and equipment.
• Ability to skillfully use hand and power tools.
• Strong computer skills required; Microsoft Office Excel proficiency as well as Computerized Maintenance Management Systems experience preferred.
• Ability to understand and carry out written and oral directions.
• Ability to apply sound judgement in a variety of circumstances with or without specific instructions.
• Ability to adhere to an assigned work schedule and meet District Attendance Standards.

REQUIREMENTS
• High School graduate or GED equivalent desired. College degree preferred.
• Minimum (5) years of experience as a maintenance mechanic in a manufacturing facility required.
• Understanding of preventative, corrective, and predictive maintenance methods.
• Must be able to read and comprehend electrical diagrams schematics and blue prints. Electrical Training certificate required.
• Previous experience with high-speed industrial environment.
• Programmable Logic Control (PLC) Certificate (Required).
• California Driver’s License (Required).
• HVAC Certification (Preferred).
• Basic computer skills required.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental 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.

Physical Demands
Constant walking on uneven and slippery surfaces; frequent climbing (stairs, ladders and onto/into production equipment) and working in heights. Intermittently, sit while driving, operating equipment, walk, stand for extended periods of time, bend, stoop, reach, carry, crawl, climb, twist and reach while inspecting or repairing, digging or clearing, use various tools and equipment and lift as necessary to perform assigned duties; perform simple and power grasping, pushing pulling and fine manipulation; distinguish colors used in marking utility facilities and lift or carry weight of up to 50 pounds without assistance and heavier objects with assistance. Normal manual dexterity and eye-hand coordination; working with electrical testing equipment, engine emissions testing equipment and exposure to electrical current and energy; corrected hearing and vision to normal range; verbal communication.

Mental Demands - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Work Environment - Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

ACKNOWLEDGEMENT
I verify that I have received a copy of the job description and I understand the requirements of this position.

__________________________________________  ___________________________
Employee Signature                       Date