

# Grizzly Flats Community Services District

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[www.grizzlyflatscsd.com](http://www.grizzlyflatscsd.com)



## **JOB DESCRIPTION: Maintenance Technician**

### **GENERAL DESCRIPTION:**

General maintenance duties related to the upkeep of District facilities and properties in and around the community of Grizzly Flats. Acts as an assistant to water system Operators. Tasks may include grounds keeping, basic construction, basic plumbing, general maintenance and repair of vehicles, tools, equipment and other appurtenances related to the treatment and distribution of water.

### **SUPERVISION:**

The position is under the supervision of the General Manager. Various tasks may be assigned by the General Manager or System Operators as needed.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*Essential duties and responsibilities may include, but are not limited to the following:*

- Performs preventative and predictive maintenance as scheduled or directed by supervisors.
- Assists with repairs and maintenance on the raw water pipeline and the distribution system. Tasks may include digging, exposing water lines, using pumps and other equipment as directed, notifying customers of shut downs, and following all safety procedures as set forth by the District policies.
- Participates in gathering meter reads once per month and at various times during the month as directed.
- Assists Water System Operators with flushing hydrants and water lines, and exercising valves as needed.
- Assists Water System Operators in installing and maintaining customer services.
- Transports water samples to laboratories as needed.
- Trips to vendors/suppliers may be required to pick up supplies or equipment.
- Snow removal with either a shovel, snowblower, or backhoe.
- Assists with flagging and traffic control as needed.

### **DESIRED MINIMUM QUALIFICATIONS:**

Knowledge of:

Mechanical, electrical and hydraulic principles. Basic construction, basic plumbing, experience with vehicle and equipment maintenance and repair.

Skill/Ability to:

Operate and service a backhoe or similar equipment desired. Organizational skills and attention to detail are necessary. Be self-motivated and complete tasks in a timely manner as directed.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of education, experience and training that would provide the desired knowledge and abilities.

**LICENSE AND/OR CERTIFICATIONS:**

At the time of appointment, person shall possess a Class C California Driver's License and maintain it in good standing with the State of California.

**PHYSICAL DEMANDS:**

The employee holding this position must be able to function in an office and field environment in work of a sedentary to active nature, and perform the following, with or without reasonable accommodations:

- Utilize vision, hearing, speech, and manual dexterity.
- Walk on smooth and/or uneven surfaces.
- Climb ladders or steep surfaces and be able to hand dig with a shovel when necessary.
- Stand upright and/or forward flexing, twist, turn, bend and reach.
- Lift and/or carry 100 lbs.
- Rides or drives District vehicles over smooth or rough terrain.
- Moves about office and District facilities, often traveling to outlying work sites.
- Work in areas with wet and damp surfaces; dusts, mists, fumes, and high levels of noise; a variety of weather conditions; extremes of heat or cold.

**TYPICAL WORKING CONDITIONS:**

Normally work is performed at District facilities in and around the Grizzly Flats community. There is regular contact with employees and the general public. There will be exposure to outdoor conditions, loud noises, fumes and chemicals regularly used in water treatment and distribution systems. Travel will be required for tasks in El Dorado County and surrounding areas as the need arises.

**WORK HOURS:**

This position is classified as temporary. Hours may vary from 20 to 40 hours per week, based on expected workload. The position is utilized on an "as needed" basis working from a schedule that benefits both the District and the employee.

**CONFIDENTIALITY:**

Information obtained and used in this position is of a confidential nature and cannot be shared with unauthorized persons within or outside the District.