



Title: **OPERATIONS & MAINTENANCE TRAINEE**

Salary Code: 14
Effective Date: 06/01/11
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under direct supervision, receives training and experience in the performance of a variety of duties in the Operations, Planning & Maintenance Support, Mechanical Maintenance, or Civil & Preventive Maintenance departments, depending on assignment. The Operations & Maintenance Trainee is an entry level classification.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Learns to perform tasks related to the operation of the water distribution and drainage systems including reading, recording, maintaining and repairing vertical and horizontal water delivery meters, including the use of notebook computers; checking delivery connections for compliance with District requirements; checking meter readings to ensure that ordered flow and odometer readings correspond to indicated flow; and initiating odometer updates and providing information to the Customer Accounting Department.
2. Learns to perform assignments in scheduling maintenance work including estimating time, preparing weekly work schedule sheets, and coordinating activities with other departments, divisions, water users, other agencies, and county and State authorities.
3. Learns to perform construction, maintenance and repair of roads and right-of-ways, aboveground and underground piping, valves, meters, concrete structures, canals, and related water distribution & drainage facilities including excavating, repairing and replacing concrete, transite, steel, and plastic pipelines; and repairing and replacing air relief butterfly, check, gate and slidegate valves.
4. Learns to perform construction, maintenance, fabrication and repair work on water distribution and drainage systems and related equipment including troubleshooting, disassembling, diagnosing, repairing, reassembling and assisting in manufacturing parts for pumps, valves, water delivery meters, traveling water screens, electrical and hydraulic components of valve actuators, and other mechanical facilities; and, depending on assignment, to implement power and water pumping schedules of the Pleasant Valley Pumping Plant to accommodate District delivery demands.
5. Learns to perform preventive maintenance, lubrication, or repair work and make adjustments to the pumps, valves, traveling water screens, and other equipment on the water distribution and drainage system facilities including; adjusting, repairing and replacing mechanical equipment and structural facilities; repacking water lubricated pumps; and initiate work orders for the removal, repair, or replacement of defective, worn or broken mechanical or electrical equipment at the pumping plant facilities and canal structures.

OPERATIONS & MAINTENANCE TRAINEE

Page 2

6. Maintains equipment usage files; and makes deliveries and pickups of supplies and parts.
7. Processes and distributes incoming and interoffice mail; processes outgoing mail, and maintains appropriate log books.
8. Sandblasts and applies protective coatings and molecular materials
9. Performs general maintenance and weed control measures, which may include cutting, burning and spraying; and disposes of aquatic and vegetative growth in and around pumping plants, reservoirs and canals.
10. Exercises a variety of valves above and below ground.
11. Operates lift truck and material handling equipment portable high-pressure cleaning equipment, weed spray equipment, a mechanical trash rake, and power and hand tools.
12. Utilizes procedures for confined space entry, the use of hazardous materials, cranes and heavy equipment safety.
13. Assists in the weld shop with cutting and mig welding.
14. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge and abilities required by the position. A typical way of acquiring the knowledge would be:

Completion of the twelfth grade **and** one (1) year of equivalent experience performing duties related to industrial repair, scheduling, storekeeping, general maintenance, mechanical maintenance or construction.

Note: Recruitment may be limited to candidates with an education or experience background related to the specific position vacancy.

Knowledge of:

Basic math.

Abilities:

Follow both verbal and written instructions.

OPERATIONS & MAINTENANCE TRAINEE

Page 3

WORKING CONDITIONS

- Heavy lifting up to 100 pounds.
- Use hazardous materials.
- Work in all kinds of weather.
- Possess physical characteristics to perform the critical and important duties of the job, including the ability to climb stationary ladders up to 100 feet in height, work suspended above ground level (approximately 45 feet) in a bosun chair or aerial lift, and work in confined spaces, such as in excavations (approximately 20 feet below ground level), buried dewatered pipelines and manifolds (ranging in size from 3 feet to 13 feet in diameter), and dewatered sumps and turnout facilities (approximately 30 feet below ground level).

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.
- Depending on assignment, it may be beneficial to obtain a Class A California Driver's License with air brake endorsement, or a Class B California Driver's License, along with a driving record acceptable to the District's automobile insurance provider.
- Depending on assignment, it may be a requirement to attend a Western Area Power Administration High Voltage Switching safety training workshop offered by the District.