



We invite applications for the position of:  
**Pump Station Mechanic III**  
**\$7,369 - \$8,409 MONTHLY**  
Plus a comprehensive benefits package

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## The City of San Mateo Public Works Department is looking for an experienced Pump Station Mechanic III

### Why Join our Department?

The Public Works department is responsible for the City's major capital projects and infrastructure including streets, street lights, traffic signals, publicly owned parking lots and garages, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon and dams and levees. The Sewer Maintenance Division provides the cleaning and maintenance of 257 miles of sewer lines and 25 sanitary pump stations. Maintenance of our 10 storm pump stations, the city storm system of catch basins, drain lines, and related facilities are part of this program as well as response to emergency service needs.

The City is continually evaluating new and innovative ways of providing high quality services to its residents while acknowledging the competing demands for the limited funds available. You would be joining a City organization that has a culture of innovation, collaboration and strong customer service.

Look to some of the reasons why the City of San Mateo is a great place to work:

<https://youtu.be/XNAF7GZUNl8?list=PL3QUX6-y-89-D28g895DzvObmoD89Dqdn>

### What You'll Do

The Pump Station Mechanic III performs highly skilled work in the installation maintenance and repair of pumps, motors, chain drives, valves and related equipment, and other work as assigned. This individual exercises lead supervision over other Pump Mechanics, including provision of technical supervision, assignment of work, and/or the training of less experienced mechanics.

For a complete list of duties, reference our job specifications at [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

### Who You Are

- An individual who possesses thorough **knowledge** of the installation, diagnosis, operating and repair characteristics of the entire range of pumping stations mechanical systems.
- An individual who possesses the **ability** to perform advanced level mechanical maintenance work, including the troubleshooting of equipment for both minor and major repair work.
- An individual who is **knowledgeable** of general principles of supervision and on-the-job training and general principles and practices of project management.
- An individual who possesses the **ability** to Read and interpret blueprints, sketches and diagrams, and understand and carry out oral and written instructions.
- An individual who **desires** to contribute to a positive work environment that fosters motivation, collaboration, coaching, and engagement of our workforce.

### What You Bring

- You possess four years of experience performing duties comparable to those of a Pump Mechanic I/II, specifically focused on conveyance systems and pump stations.
- You have the equivalent to completion of the twelfth grade supplemented by specialized training in the maintenance and repair of major mechanical systems.
- You possess a CWEA Collection System Maintenance Grade III (or higher) Certification or the ability to obtain one within 12 months of date of hire and retain the certification while employed in this position.
- You possess, or have the ability to obtain, a valid California driver's license; possession of, and ability to maintain, a valid Class A Commercial Driver's License is required within 12 months of employment.

**ADA Special Requirement:** *Essential duties require the following physical abilities and work environment:* Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 90 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials; availability for standby and call back. Ability to wear a respirator and maintain a face seal while using a respirator.

### What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. *Classic* employees contribute 7.5% to CalPERS and *New* members contribute 6.25% to CalPERS
- Participation in the Social Security Program
- City matching up to 0.5% of the Employee's contribution to a Deferred Compensation Plan
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- This classification is represented by the SEIU Maintenance Unit

### Are You Ready? Apply.

Submit an online application, résumé, and supplemental questionnaire at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of San Mateo, 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403, (650) 522-7260.

### Application Deadline

Recruitment will close by **March 22, 2019 @ 5:00 p.m. or upon receipt of the first 50 applications**, résumés (*required*), and supplemental questionnaires, whichever occurs first.

### Interview Process

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. A limited number of the most highly qualified applicants will be invited to participate in the examination process which may consist of an oral panel interview, **tentatively scheduled for April 15, 2019**.

The process may include an Oral Panel interview and department interview. An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org)*

### Date Posted

February 22, 2019

### Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request.

The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. The City of San Mateo is an Equal Opportunity Employer (EOE).

**CITY OF SAN MATEO**  
**Pump Station Mechanic III**

**Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)*

1. Please describe your experience with the operation and maintenance of municipal storm water/sewer pumping stations.
2. Please describe any experience you have working on or around electric and diesel powered pumping equipment, confined space entry and working in public right-of-way areas including roadways or public facilities.