



We invite applications for the position of:
Wastewater Treatment Plant Mechanic I/II
\$6,508 - \$8,272 MONTHLY SALARY
Plus a comprehensive benefits package

**The City of San Mateo Public Works Department is looking for a
Wastewater Treatment Plant Mechanic I/II**

Why Join our Department?

The Public Works Department's Environmental Services Division (ESD) is responsible for the operation and maintenance of the City's 15.7 million gallon per day (MGD) conventional activated sludge wastewater treatment plant (WWTP). The WWTP serves a population of more than 140,000 with an annual operating budget in excess of \$10 million and has a staff of 28 professional and technical personnel. Planned upgrades to the WWTP include new liquids treatment process facilities consisting of new headworks, primary treatment, and biological nutrient removal/membrane bioreactor (BNR/MBR) process. When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Our team is comprised of individuals with diverse talents and experience in various fields. We will provide you with a wide range of opportunities in a team-based collaborative environment while helping you achieve your professional goals.

Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work: <https://youtu.be/XNAF7GZUNl8>

What You'll Do

- To perform semi-skilled and skilled work in the installation and repair of pumps, motors, chain drives, valves and related equipment; and to do related work as required. Receives supervision from the Wastewater Treatment Plant Maintenance Superintendent or Wastewater Treatment Plant Mechanic III as directed. Technical or functional supervision may be provided by higher level treatment plant maintenance personnel. Assignments may require indirect supervision of less experienced plant maintenance personnel. WWTP Mechanic II - Positions assigned to this class are flexibly staffed and are expected to perform the most skilled repair and maintenance work and have a thorough knowledge of the operational characteristics, maintenance and repair methods and techniques and most typical system difficulties for the full range of equipment and operational systems in the plant. Some of the job duties include:
- Operate machines and tools in repairing defective parts of pumps, compressors, generators, motors, lift stations, boilers and related mechanical equipment.
- Maintain accurate mechanical maintenance records.
- Install, repair, replace, and modify pumps, controllers, bearings, seals, hydraulic pipes, timing devices and assist in installing telemetering electrical equipment.
- Use a variety of power hand tools, cutting and welding equipment and electrical test equipment. Fully utilize the computerized work systems in accordance with work flow processes.
- Perform preventive maintenance on wastewater treatment plant mechanical and electrical equipment. Evaluate equipment performance and identify problem areas.
- Maintain stock inventory and adequate supply of replacement parts.
- Plant mechanics may be required to respond to emergency situations after normal working hours and be subject to serve on emergency stand-by alert and call out status on a rotational basis, including participation in rotating stand-by duties.
- Analyze or create documents, such as blueprints, markings, surveys, etc. to problem solve the most effective approach to a task.
- Verify the work of others for accuracy, proper work methods, techniques, and compliance.
- Formulate solutions to problems with equipment or operations, including logistics, operations, and processes.
- Draft operating procedures.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

- You possess the knowledge of standard practices, methods, tools and materials used in mechanical trades.
- You possess the ability to perform skilled mechanical work independently.
- You possess the knowledge of mechanical principles of pumps, controllers, motors and drives, general methods of electric, mechanical and plumbing repairs.
- You possess the ability to work from sketches, blueprints and diagrams.
- You possess the ability to develop and maintain accurate maintenance records including Computerized Maintenance Management System information.

What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

WWTP Mechanic I:

- One year of experience in the repair and maintenance of mechanical equipment such as pumps, motors and related apparatus.
- High school diploma or equivalent.
- Possession of, or ability to obtain, an appropriate valid California driver's license.

WWTP Mechanic II (In addition to the WWTP Mechanic I qualifications):

- Two years of experience performing duties comparable to those of a Plant Mechanic I.
- Specialized training in the maintenance and repair of major mechanical systems.
- Possession and maintenance of a CWEA Plant Mechanical Technologist Grade II (or higher) certification, or the ability to obtain one within 12 months of hire date and retain the certificate while employed in this position. Experience and/or education equivalent to Wastewater Treatment Plant Mechanic I/II acceptable to the Public Works Department can substitute for the required Grade II CWEA certificate.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, crouch, squat, stoop, reach, crawl, twist, and lift 50 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials; availability of on call. 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 7.96% to CalPERS and New members contribute 6.75% to CalPERS with participation in the Social Security Program
- Retirement Health Savings Account: City contribution of 0.75% of base salary
- Deferred Compensation: City will contribute 1% and match up to 0.5% of base salary
- 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

**** SIGNING BONUS/REFERRAL AWARD****

The Wastewater Treatment Plant Mechanic I/II hired from this recruitment will receive a signing bonus of **\$1,500.00** upon successful completion of probation. If an eligible merit City employee refers a candidate who is subsequently hired from this recruitment, he/she shall receive a **\$1,500.00** referral award in accordance with the City's Targeted Recruitment Program Policy. The candidate must note the referring employee's name on the City's official employment application at the time he/she submits the application.

Are You Ready? Apply.

Submit an online application, supplemental questionnaire, résumé (highly desirable) at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment is open until filled.

Examination Process

All applications, supplemental questionnaires, and résumés (*highly desirable*) received will be reviewed for minimum qualifications. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicant application packets will be rated by Subject Matter Experts using a Training and Experience (T&E) examination process. The T&E will consist of reviewing all information submitted in the application process. Application packet and responses to the supplemental questionnaire will be rated for neatness, clarity of expression, grammar, spelling, ability to follow instructions, content, completeness, and relevant information provided for the position.

An employment list will be established for those who pass the Training and Experience (T&E) examination process. The employment list resulting from this recruitment may be used for other department vacancies as they occur. 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 departments and scheduled for additional department interviews.

Date Posted – October 12, 2020

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*

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 contact Lourdes Coles, Sr. Human Resources Analyst, at lcoles@cityofsanmateo.org or (650) 522-7264. Do not upload any documents related to your request for accommodation in CalOpps. 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

WWTP Mechanic I/II

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 the different types of pumps on which you have performed maintenance.
2. What experience do you have in performing any, or all of the following; installing, repairing, replacing, and modifying pumps, controllers, bearings, seals, hydraulic pipes, alignment devices?
3. What experience do you have assisting with the installation of electrical equipment?
4. Describe your experience performing preventative or corrective maintenance on mechanical and electrical equipment or similar such equipment.