



CITY OF SANTA ROSA  
invites applications for the position of:

# Supervising Mechanical Technologist

An Equal Opportunity Employer

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**SALARY:** \$47.05 - \$51.47 Hourly  
\$8,155.33 - \$8,921.47 Monthly

**OPENING DATE:** 02/26/20

**CLOSING DATE:** 03/11/20 11:59 PM

## **THE POSITION:**

The Supervising Mechanical Technologist is a non-management, working level supervisory classification with primary responsibility for supervising mechanical repair and maintenance of the Subregional Wastewater Treatment Plants, Reclamation System, Biosolids Facility, and related City facilities. The Supervising Mechanical Technologist is also responsible for attempting to resolve difficult mechanical maintenance and repair issues before they reach the management level; and for developing and maintaining an effective customer-oriented team. This class also provides field and office support to the Regional Maintenance Superintendent. This class is distinguished from the Mechanical Technologist in that this class supervises the daily tasks of the section and provides training and guidance to other employees in the section.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

### Essential Duties

The following duties are considered essential for this job classification:

- Supervise, train, and evaluate assigned staff
- Assign, distribute, and coordinate work
- Schedule and assign construction, maintenance, and repair of the mechanical equipment associated with the City's Wastewater Treatment Plants, Reclamation System, Biosolids Facility and related City facilities
- Estimate quantities and order materials and equipment
- Train staff in work techniques, use of equipment, and safety programs and techniques
- Confer with engineers, contractors, vendors, other City departments, and staff regarding projects, project scheduling, material purchases, work assignments, office procedures, and work production
- Operate and work from elevated platforms
- Safely use and care for a variety of tools and equipment common to the work
- Purchase required parts and equipment
- Contact vendors and other agencies to determine the availability, applicability and performance of components
- Inspect and test components installed by contractors and staff
- Maintain time, material, work order, and equipment records
- Implement and review preventive maintenance programs
- Design, install, test, maintain, and repair mechanical and pneumatic equipment used in the Subregional system
- Assist in the development of the Utilities Department budgets and the Enterprise Asset Management System
- Supervise training programs
- Dismantle, repair, and overhaul mechanical grinders, pumps, valves, lift stations, engines, blowers, air compressors, and booster stations
- Repair and maintain settling basin machinery, digesters, chlorinators, stationary methane, natural gas and diesel engines, evaporators, sulfanators, and injectors
- Machine replacement parts such as shafts, bushings, valves, stems, bearings, and sprockets
- Operate a lathe, drill press, electric welders, hydraulic press micrometer, milling machine, pipe threaders, and various hand tools
- Troubleshoot and operate emergency pumps and generators
- Design and fabricate replacement parts and equipment

- Determine appropriate preparation of surfaces and selection and application of paint and related materials in an industrial setting
- Implement preventative maintenance and repair on electrical motors and pumps;
- Prepare and write reports

Additional Duties: In addition to the duties listed in the Essential Duties section, each employee in this classification may perform the following duties. Any single position may not be assigned all the duties listed below, nor do the examples cover all the duties which may be assigned:

- Perform maintenance and repair on commercial and industrial building lighting and environmental control systems
- Maintain recording devices
- Review projects with staff and contractors
- Assist in the preparation and administration of the section budget
- Research new and changing mechanical technology and make recommendation regarding applicability to City services
- Perform related duties as assigned

### **REQUIRED QUALIFICATIONS:**

Knowledge of: Uses and operation of tools and equipment required for specific work assignment; regulations and codes applicable to area of assignment; arithmetic sufficient to calculate volumes, areas, lengths, percentages, and conversions; safe work practices, including safety precautions for operating power equipment, working in traffic under hazardous conditions, working around high voltage electrical distribution systems, and working in an industrial environment; basic principles of supervision; Supervisory Control and Data Acquisition (SCADA) and Enterprise Asset Management Systems (EAMS); installation, maintenance, and repair of industrial mechanical systems; supervisory controls, including solenoids, mercury switches, limit switches, and relays, building lighting and environmental control systems; maintenance and repair of electric motors, pumps, and valves; theory and practice of the principles of mechanical equipment, computer systems, pneumatics, hydraulics, and radio; operation of flow and level measurement; maintenance and repair of fabrication equipment; and principles and practices of supervising, training, and evaluating personnel.

Ability to: Provide effective training, supervision, and evaluation of assigned personnel; plan, organize, assign, and schedule the work of a varied staff of employees; communicate with the public and co-workers in a tactful and effective manner; work effectively as a member of a team; communicate orally, face to face, in a one to one situation, using a telephone, or in a group setting; operate the specialized hand and power tools and heavy equipment used in performing work in the area of assignment; perform work involving prolonged periods of standing, stooping, reaching, crawling, and climbing; understand and carry out oral and written directions given in English; hear and distinguish oral directions while working in noisy conditions; read and interpret work orders, diagrams, blueprints, and maps; safely use and care for a variety of tools and equipment common to the work; work independently with minimal technical guidance; estimate costs, time, and labor requirements from blueprints or work plans; make sound judgments regarding work methods, tools and safety; write work orders, incident reports and daily logs of work performed; calculate quantities of materials needed to complete tasks; prepare and maintain accurate records, reports, and work estimates; write specifications and sole source documents; and specify, install, and inspect mechanical equipment; work in a hazardous environment and in emergency situations.

Experience and Education: Any combination equivalent to experience and education that could provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Sufficient journey-level maintenance experience in a heavy industrial, high voltage (480 – 60,000 volt), environment, with emphasis on repair and maintenance of mechanical equipment such as pumps, motors, valves, and engines, such as those found in a water or wastewater treatment or distribution system, to demonstrate possession of the knowledge and abilities listed above. Education - Equivalent to completion of the twelfth grade. Technical college certification and or CWEA Mechanical Technologist certification is desirable.

License or Certificate: Possession of, or ability to obtain, a Class C California motor vehicle operator's license. Possession of a First Aid or Cardio Pulmonary Resuscitation (CPR) certificate issued by the American Red Cross is desirable.

**ADDITIONAL INFORMATION:**

Work is performed in a high voltage, high current, industrial environment. Normal duties will require the incumbent to ascend and descend ladders to access work areas. Tasks will be performed in confined and enclosed spaces, in cramped quarters, and in a variety of atmospheric conditions and extremes of weather and temperature. The work often involves lifting heavy objects, such as motors, and switchgear, weighing up to 75 pounds. The incumbent will be expected to walk on rough, uneven, or rocky terrain, as well as wet and slippery surfaces. The work requires the ability to distinguish colors of piping, and to hear audible alarms, such as chlorine and equipment failure alarms.

An incumbent observes or monitors flow meters, amp meters, pressure gauges, digital and analog displays, and data printouts to determine compliance with prescribed operating and safety standards. Micrometers, calipers, and other calibrated instruments are used when machining parts. Operating equipment such as drills, lathes and milling machines requires making precise arm-hand position movements, fine, highly controlled muscular movements to adjust the position of a control mechanism and standing for extended periods of time unable to sit or rest at will. Finishing concrete and wrenching bolts requires making continuous or repetitive arm-hand movements. Assembling valves and using a micrometer involves making skillful, controlled manipulations of small objects. Breaking loose large bolts uses explosive strength. Operating a forklift or crane requires coordinating the movement of more than one limb simultaneously. Working on piping and engines involves bending or stooping repeatedly or continually over time. Working on overhead piping requires lifting arms above shoulder level. Some work is performed in sumps, vaults, galleys, and other small, cramped areas, and involves sitting for extended periods of time without the ability to change positions. Work on overhead piping, conveyers and roof mounted equipment is performed at heights greater than 10 feet.

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APPLICATIONS MAY BE FILED ONLINE AT:  
[www.srcity.org/jobs](http://www.srcity.org/jobs)

Job #19/20-76NP-O  
SUPERVISING MECHANICAL TECHNOLOGIST  
NP

Computer kiosks are available at our office for applicant use:  
100 Santa Rosa Ave, Room 1  
Santa Rosa, CA 95404  
Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:

**APPLICANT'S RESPONSIBILITIES:**

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

**SPECIAL ACCOMMODATIONS:**

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at [www.srcity.org/jobs](http://www.srcity.org/jobs) or call Human resources at 707-543-3060. The City is an equal opportunity employer.

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**Supervising Mechanical Technologist Supplemental Questionnaire**

- \* 1. I understand that in my responses to questions 2-5, I should include where my experience was gained, my job title at the time, and the dates and length of my experience in the area in question.  
 Yes     No
- \* 2. Please describe the training and/or education you have completed which qualifies you to perform journey level Mechanical Technologist work. Include where and when you received this training, the types of work you performed, and any certificates you received.
- \* 3. Please describe your work experience performing in a lead or supervisory role. Include any experience you have training and/or evaluating staff.

\* 4. Please list any lead worker and/or supervisory training, formal or informal, that you have received which would qualify you for the lead worker/supervisory experience required for this position.

\* 5. Describe your experience assisting with the scheduling, planning and maintenance of gas or diesel reciprocating engines, power generation and/or co-generation, pumping systems, hydraulic/pneumatic controls, and steel fabrication and/or pipefitting associated with a wastewater treatment plant, or in another closely related field.

\* Required Question