



We invite applications for the position of:
WASTEWATER TREATMENT PLANT MECHANIC I/II
MECHANIC I - \$7,686 - \$8,770 Monthly
MECHANIC II - \$8,560 - \$9,768 Monthly
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 \$15 million and has a staff of 33 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://www.youtube.com/watch?v=_GTIzeSpc_g

What You'll Do

The Wastewater Treatment Plant (WWTP) Mechanic I/II performs 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. The *WWTP Mechanic I* is the entry level class in the Plant Mechanic series. Positions in this class normally perform beginning level mechanical repair and maintenance work on a wide variety of wastewater quality control plant systems and equipment. Under this class series concept, positions assigned to the class of Plant Mechanic II may reasonably be filled at the Plant Mechanic I level. The *WWTP Mechanic II* is the journey level class in the Plant Mechanic series. 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. All positions assigned to this class require the ability to work independently, exercising judgment and initiative. Plant Mechanics II may also be expected to assist in the supervision of less experienced personnel.

Depending upon assignment, duties may include, but are not limited to the following:

- 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.

The Wastewater Treatment Plant Mechanic I/II 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.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Home/Index/86>

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.

Bonus Points (highly desirable)

- CWEA Mechanical Technologist Grade I or II Certification

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 8.34% to CalPERS and New members contribute 7.50% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 1.0% of base salary and contribution of .5% of base salary and 0.75% City contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- For more information, please refer to the [SEIU Maintenance Unit benefit summary](#) document.
- This classification is represented by the SEIU 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, résumé (*recommended*), and supplemental questionnaire 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 will be **open until filled** and is subject to close at any time without notice. Applicants are encouraged to apply as soon as possible. The first review of applications is tentatively scheduled for **September 15 2025**.

Examination Process

All applications, résumés (*recommended*) and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are not required and do not take the place of a completed employment application. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. 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 content, neatness, clarity of expression, grammar, spelling, ability to follow instructions, 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. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six 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.

Date Posted – August 19, 2025

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 Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, 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. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Wastewater Treatment Plant 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 or putting "see resume" as a response 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. Describe your experience performing preventative or corrective maintenance on mechanical and electrical equipment or similar such equipment.
4. Please describe your approach to dealing with a difficult coworker.
5. If you were referred to this recruitment by a City of San Mateo employee, please provide us with the name and department of the employee.