



We invite applications for the position of:
WASTEWATER TREATMENT PLANT MECHANIC III
\$8,290 - \$9,459 Monthly
Plus a comprehensive benefits package

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

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 III performs highly skilled mechanical and minor electrical work in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures in a wastewater treatment plant and provides lead worker oversight as necessary; to do other related work as required. This is an advanced journey level class in the WWTP Mechanic series. This position is distinguished from WWTP Mechanics I/II by its lead function and the degree of technical expertise required in performing the more complex work. This class may be responsible for lead supervision of WWTP Mechanics I/II.

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

- Read and interpret drawings, plans and diagrams of wastewater treatment plant infrastructure, equipment, controls and instrumentation.
- Install, inspect, diagnose, and perform major and minor mechanical repair work on motors, pumps, boilers, hydraulic and pneumatic equipment, generators, filters, and other plant equipment.
- Use a variety of tools, hand tools, cutting and welding equipment and multi-meters.
- Clean, oil and paint equipment.
- Perform preventive and corrective maintenance of all plant infrastructure particularly mechanical and electrical systems.
- Evaluate equipment performance and identify problem areas.
- Assist with maintaining inventory and supply of replacement parts.
- Perform general maintenance duties at the WWTP and Pump Station, including buildings, grounds and equipment as required.
- Provide lead supervision and training to less experienced maintenance mechanic personnel and assure safe work practice and procedures are always being followed.
- 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.
- Adhere to purchasing policy.
- Maintain a variety of chemical measuring equipment and plant process instrumentation.
- Fully support and utilize the Computerized Maintenance Management System to maintain accurate records and

reports of work performed.

- Assist with installation of plant-related electrical systems, including but not limited to conduits, wires, relays, pull boxes, switch boards and switches required for additions, extensions or modifications to plant components.
- Perform related duties and responsibilities as assigned.

The Wastewater Treatment Plant Mechanic III receives supervision and direction from the Wastewater Treatment Plant Maintenance Superintendent and technical or functional supervision may be provided by higher level treatment plant maintenance personnel. This position exercises lead supervision over other plant Maintenance Mechanics I/II, 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 <https://www.cityofsanmateo.org/DocumentCenter/Home/Index/86>

Who You Are

- You possess the knowledge of installation, diagnosis, operating and repair characteristics of wastewater plant mechanical and electrical systems, including repairing and maintaining motors, pumps, boilers, hydraulic equipment, generators, and other plant equipment; particular safety hazards associated with wastewater plant operations and the discharge hazards and conditions that may result from mechanical malfunctions; general principles of supervision and on-the-job training; general principles and practices of project management; standard practices, materials, tools and equipment used in the mechanical or electrical repair of minor and major mechanical equipment systems; safe driving principles and practices to operate motor vehicles safely, including but not limited to fork lifts, service and boom trucks, and standard passenger vehicles; use of Asset Management and Computerized Maintenance Management Systems.
- You possess the ability to perform advanced level mechanical maintenance work including the troubleshooting of equipment for both minor and major repair work; read and interpret blueprints, sketches and diagrams; use and care for tools and equipment of the electrical trade; develop and maintain accurate maintenance records; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; lead, train and provide input in evaluation of Plant Mechanics; ability to use computers and electronic communications device in the course of work; diagnose, locate, and adjust defects in electrical and mechanical systems and equipment; assist in the preparation of Administrative Reports.

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:

Experience:

- Minimum four years of experience involving Journey Level skilled mechanical and electrical maintenance on major equipment and systems.

OR

- Two years of experience performing duties comparable to those of a Wastewater Treatment Plant Mechanic II.

OR

- Two years of experience in a wastewater treatment plant.

Training:

- Specialized training in the maintenance and repair of major mechanical and electrical systems.

Education:

- High school diploma or equivalent.

License or Certificate:

- Possession of, or ability to obtain, and maintain a valid California Driver's License.
- Possession and maintenance of a CWEA Plant Mechanical Technologist Grade III (or higher) certification, or the ability to obtain one within 12 months of date of hire and retain the certificate while employed in this position.

Bonus Points (highly desirable)

- CWEA Mechanical Technologist Grade III Certification

ADA Special Requirement: *Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, reach, twist, climb, and lift 50 pounds; exposure to extreme noise, outdoors, vibration, confining work*

space, chemicals, dust, toxic waste, explosive materials, mechanical hazards, and electrical hazards; availability for on call. Ability to wear a respirator and maintain a face seal while using a respirator.

Covid-19 Vaccination Requirement:

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit City of San Mateo worksites and facilities, the City requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merits, per diems, retired annuitants, student assistants, interns and re-hires appointed by the City after January 10, 2022. Fully vaccinated means that the person received, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g. Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g. Janssen), as defined by the CDC. Candidates requesting a reasonable accommodation for an exemption from this vaccination requirement based on a medical condition or a sincerely held religious belief must notify lcoles@cityofsanmateo.org or (650) 522-7264 and complete the appropriate Accommodation Request form prior to the start date of employment. The City will review exemption requests on a case-by-case basis.

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 7.92% to CalPERS and New members contribute 6.75% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary and contribution of 1.0% 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)
- 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 Unit

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

The Wastewater Treatment Plant Mechanic III 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 **October 17, 2022**.

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 applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; a Zoom oral board will be scheduled at a date to be determined.

An employment list will be established for 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 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 – September 19, 2022

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 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 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 relevant education and training which has qualified you for the position for Wastewater Treatment Plant Mechanic III.
2. Please describe your background and experience in the repair and maintenance of mechanical equipment, such as pumps and motors and related equipment.
3. List all certifications you possess which are related to the position for which you have applied.
4. List your experience leading and managing employees.
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.