



San Juan Water District

9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Facilities Maintenance Helper Position Description

Status: FLSA Non-Exempt
Supervisor: Maintenance Chief
Effective Date: May 1, 2017

Supervision Received and Exercised

Receives immediate supervision from the Water Treatment Plant's Maintenance Chief. Does not provide supervision to others.

Primary Function

To perform a variety of custodial and maintenance duties pertaining to the District's administrative building, field services building and water treatment plant facilities.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Sweep, scrub and mop floors; strip waxes, buff and seals floors.
- Empty waste receptacles; clean walls, windows, and restrooms; replenish supplies;
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Assist maintenance staff with repair and service duties related to a variety of machinery and equipment used in water treatment plants, water storage tanks, reservoirs, lift/pump stations: diagnose and troubleshoot problems associated with equipment and machinery.
- Perform routine preventative maintenance on pumps, motors and other rotational equipment including lubrication, cleaning and painting equipment; report necessary repairs.
- Clean and maintain equipment and material used in work;
- Perform a variety of building maintenance tasks including moving furniture and equipment, replacing lights and air filters, painting, assembling shelving and maintenance of the coffee maker; and perform other duties as required.
- Assist in the development and implementation of a preventative maintenance program.
- Research parts and material requirements for preventative maintenance as well as repair and replacement.
- Use a computer to enter and retrieve information related to work assignments and recordkeeping.(Computer Maintenance Management System, CMMS)
- Conduct safety inspections on equipment.
- Comply with the District's safety standards policies (PSM, PHA, IIPP, LOTO, Confined Space, RPP, HMBP, RMP, Heat Stress, ARC Flash, Hearing Protection, PPE, etc.) and all related safety requirements.
- Participate as an active member in the District's Chlorine program (connects, disconnects, deliveries, etc.)
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Methods, materials and equipment used in janitorial work equipment as well as minor building maintenance.

- Safe work practices.
- Principles and practices of modern office procedures, methods and computer equipment.
- Principles and practices of customer service.

Ability to:

- Perform a variety of manual tasks.
- Follow oral and written directions.
- Plan and complete duties on a regular schedule.
- Prepare and maintain records of work performed.
- Exercise judgment related to assigned duties.
- Initiate and maintain effective safety practices.
- Safely use a variety of tools related to custodial and maintenance tasks.
- Communicate clearly and concisely, orally and in writing.
- Work with computer systems and programs including; Microsoft Office (Outlook, Word, Excel) and CMMS.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position plus graduation from high school or equivalent.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		55 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	50 Percent Indoors, 50 Percent Outdoors			