



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

Monday, July 8, 2019

7:00 PM

City Hall - Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

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#### **CALL TO ORDER AND ROLL CALL**

*Pledge of Allegiance*

#### **CONSENT CALENDAR**

- 1.A    19-567    [Action to Approve the Civil Service Commission Meeting Minutes of May 13, 2019](#)

**Recommendation:** Approve the Meeting Minutes of May 13, 2019

- 1.B    19-830    [Open Recruitment Report for July 1, 2018 Through June 30, 2019](#)

**Recommendation:** Approve the Open Recruitment Report for July 1, 2018 through June 30, 2019

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

2.        19-739    [Election of Civil Service Commission Chair and Vice-Chair](#)

**Recommendation:** Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of July 8, 2019 through June 30, 2020, or as soon thereafter as is practicable for holding the next Commission election.

3.        19-794    [Action to Modify Job Specification for Pump Maintenance Technician](#)

**Recommendation:** Approve the modified job specification for Pump Maintenance Technician.

#### **STAFF REPORT**

#### **COMMISSIONERS REPORT**

#### **ADJOURNMENT**

*The next regularly scheduled meeting is September 16, 2019.*



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
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## Agenda Report

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**19-567**

**Agenda Date: 7/8/2019**

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**SUBJECT**

Action to Approve the Civil Service Commission Meeting Minutes of May 13, 2019

**RECOMMENDATION**

Approve the Meeting Minutes of May 13, 2019

**ATTACHMENT**

1. Meeting Minutes of May 13, 2019



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

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05/13/2019

7:00 PM

City Hall - Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

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#### CALL TO ORDER AND ROLL CALL

**Chairperson Bouza** called the meeting to order at 7:00 PM, and led the meeting in the Pledge of Allegiance.

**Present** 5 - Commissioner Mario Bouza, Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., Commissioner Franklin Felizardo, and Commissioner John Casey

#### CONSENT CALENDAR

**1.A**     [19-168](#)     Action to Approve the Meeting Minutes of March 11, 2019

**Recommendation:** Approve the Meeting Minutes of March 11, 2019

**A motion was made by Commissioner McAllister, seconded by Commissioner Felizardo, to approve the meeting minutes of March 11, 2019.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

**1.B**     [19-591](#)     Open Recruitment Reports for November 2018 Through April 2019

**Recommendation:** Approve the Open Recruitment Reports for November 2018 through April 2019

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., to approve the Open Recruitment Reports for November 2019 through April 2019.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

#### PUBLIC PRESENTATIONS

None

#### GENERAL BUSINESS

- 2      [19-512](#)      Action to Modify Job Specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III

**Recommendation:** Approve the modified job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III.

**A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, to approve modifying job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, Deputy Fire Marshal III.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 3      [19-506](#)      Action to Modify Job Specification for Tree Trimmer II

**Recommendation:** Approve the modified job specification for Tree Trimmer II.

**A motion was made by Commissioner Felizardo, seconded by Commissioner Brown, Jr., to approve modifying the job specification for Tree Trimmer II.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 4      [19-505](#)      Action to Modify Job Specification for Senior Permit Technician

**Recommendation:** Approve the modified job specification for Senior Permit Technician.

**A motion was made by Commissioner McAllister, seconded by Commissioner Felizardo, to approve modifying job specification for Senior Permit Technician.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 5      [19-507](#)      Action to Modify Assistant Planner and Associate Planner Job Specifications and to Approve New Job Specification of Senior Planner

**Recommendation:** Approve the modified job specifications for Assistant Planner and Associate Planner and approve the adopted job specification for Senior Planner.

**A motion was made by Commissioner McAllister, seconded by Commissioner Felizardo, to approve modifying job specifications for Assistant Planner and Associate Planner; and to approve new job specification of Senior Planner.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 6      [19-561](#)      Action to Modify Job Specification for Public Works Inspector

**Recommendation:** Approve the modified job specification for Public Works Inspector.

**A motion was made by Commissioner Brown, Jr., seconded by Commissioner Felizardo, to approve modifying job specification for Public Works Inspector.**

**Aye:** 3 - Commissioner McAllister, Commissioner Brown Jr., and Commissioner Felizardo

**Nay:** 2 - Commissioner Bouza, and Commissioner Casey

**STAFF REPORT**

None

**COMMISSIONERS REPORT**

None

**ADJOURNMENT**

Chairperson Bouza adjourned the meeting at 7:42 PM to the next regularly scheduled meeting July 8, 2019.



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## Agenda Report

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**19-830**

**Agenda Date: 7/8/2019**

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**SUBJECT**

Open Recruitment Report for July 1, 2018 Through June 30, 2019

**RECOMMENDATION**

Approve the Open Recruitment Report for July 1, 2018 through June 30, 2019

**ATTACHMENT**

1. Open Recruitment Report for July 1, 2018 through June 30, 2019

# OPEN RECRUITMENT REPORT

Classified

July 1, 2018 to June 30, 2019

Req #	Title	Status	Department	Created
18146	Electric Utility Programmer Analyst	Open	Electric Utility	7/6/2018
18162	Code Enforcement Officer	Open	Community Development	7/19/2018
18170	Senior Civil Engineer	Open	Water and Sewer Utilities	7/31/2018
18183	Senior Permit Technician	Open	Community Development	9/5/2018
18197	Public Safety Dispatcher II	Open	Police/Communications Division	9/18/2018
18207	Electric Utility Engineer	Open	Electric Utility	9/28/2018
18217	Street Superintendent	Open	Public Works/Streets Division	10/22/2018
18224	Public Safety Dispatcher I	Open	Police/Communications Division	11/15/2018
18234	Community Service Officer II	Open	Police	12/19/2018
19005	Deputy Fire Marshal III	Open	Fire	1/22/2019
19017	Resource Analyst II	Open	Electric Utility	2/5/2019
19020	Tree Trimmer II	Open	Public Works/Streets Division	2/14/2019
19031	Engineering Aide-Fiber	Open	Electric Utility	3/7/2019
19035	Senior Library Assistant	Open	Library	3/12/2019
19037	Office Specialist III	Open	Police	3/15/2019
19039	Office Specialist II	Open	Public Works/Streets Division	3/18/2019
19040	Journey Lineworker	Open	Electric Utility	3/18/2019
19043	Facilities Technician	Open	Water and Sewer Utilities	3/21/2019
19044	Associate Engineer (Civil)	Open	Public Works/Engineering	3/27/2019
19045	Public Works Inspector	Open	Public Works/Engineering	3/28/2019
19047	Plans Examiner	Open	Community Development	4/4/2019
19051	Automotive Technician I	Open	Public Works/Automotive Services	4/15/2019
19052	Office Specialist III	Open	Parks and Recreation	4/16/2019
19054	Facilities Inspection Supervisor	Open	Water and Sewer Utilities	4/25/2019
19057	Equipment Operator	Open	Water and Sewer Utilities	5/1/2019
19058	Office Specialist III	Open	Water and Sewer Utilities	5/1/2019
19059	Senior Inspector	Open	Community Development	5/3/2019
19060	Fire Protection Engineer	Open	Fire	5/3/2019
19061	Deputy Fire Marshal II	Open	Fire	5/3/2019
19062	Deputy Fire Marshal III	Open	Fire	5/3/2019
19063	Senior Plans Examiner	Open	Community Development	5/3/2019
19064	Senior Civil Engineer	Open	Public Works/Engineering	5/3/2019
19065	Associate Engineer (Civil)	Open	Public Works/Engineering	5/3/2019
19066	Public Works Inspector	Open	Public Works/Engineering	5/6/2019
19067	Deputy Fire Marshal I	Open	Fire	5/6/2019
19068	Office Specialist II	Open	Fire	5/6/2019
19071	Recreation Supervisor	Open	Parks and Recreation	5/7/2019
19073	Street Maintenance Worker I	Open	Public Works/Streets Division	5/9/2019
19074	Senior Electric Utility Engineer	Open	Electric Utility	5/9/2019
19075	Energy Conservation Specialist	Open	Electric Utility	5/9/2019
19076	Librarian I - Reference	Open	Library	5/14/2019
19079	Police Records Specialist II	Open	Police	5/15/2019
19080	Public Works Supervisor	Open	Public Works/Streets Division	5/17/2019

# OPEN RECRUITMENT REPORT

Classified

July 1, 2018 to June 30, 2019

Req #	Title	Status	Department	Created
19081	Resource Analyst II	Open	Electric Utility	5/20/2019
19082	Electric Meter Technician	Open	Electric Utility	5/20/2019
19085	Police Training Coordinator	Open	Police	5/22/2019
19086	Street Maintenance Worker I	Open	Public Works/Streets Division	5/23/2019
19087	Meter Reader	Open	Finance	5/24/2019
19089	Police Lieutenant	Open	Police	6/4/2019
19090	Police Sergeant	Open	Police	6/4/2019
19091	Police Sergeant	Open	Police	6/4/2019
19092	Police Sergeant	Open	Police	6/4/2019
19093	Librarian I - Youth Services	Open	Library	6/4/2019
19094	Police Sergeant	Open	Police	6/11/2019
19097	Human Resources Assistant	Open	Human Resources	6/18/2019

DR: 07/01/18 - 06/30/19





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## Agenda Report

19-739

Agenda Date: 7/8/2019

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Election of Civil Service Commission Chair and Vice-Chair

#### **BACKGROUND**

City Charter, Article X, Section 1003 provides, "As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission."

#### **DISCUSSION**

The City Charter requires that commissions elect one of its members to serve as presiding officer. Traditionally, the Commission has elected a Chair and a Vice Chair who may serve as the Chair interchangeably as needed in the absence of the Chair. Mario Bouza, who serves as the current Civil Service Commission Chair, and Carolyn McAllister, who serves as the current Vice Chair, assumed their positions in May 2017. The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending in June 2020, or as soon thereafter as is practicable for holding the next Commission election. There is no restriction against Commissioners serving multiple or sequential terms as Chair or Vice Chair if so elected.

This item was continued by the Commission from its March 11, 2019 meeting.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact associated with this item aside from administrative cost and expenses.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of July 8, 2019 through June 30, 2020, or as soon thereafter as is practicable for holding the next Commission election.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager



## Agenda Report

19-794

Agenda Date: 7/8/2019

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify Job Specification for Pump Maintenance Technician

#### **BACKGROUND**

The Water and Sewer Utilities Department is requesting to modify the job specification for Pump Maintenance Technician based on the authority of the Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### **DISCUSSION**

The Water and Sewer Utilities Department would like to revise the Pump Maintenance Technician job specification to encompass all three divisions - Sewer, Solar, and Water. Currently, there are three separate classifications (one for each division). By combining the three divisions into the one general classification, the department will be able to cross train their incumbents to assist with coverage and succession planning. No changes were made to the minimum qualifications. The Typical Duties section includes the addition of duties regarding the use of current technology, and electrical and solar tasks. The Knowledge, Skills, and Abilities section includes the addition of physical, interpersonal, and technological abilities.

There are no recommended changes to the examination weighting for Pump Maintenance Technician (50% written, 50% oral).

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact to revising the job specifications.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified job specification for Pump Maintenance Technician.

Reviewed by: Aracely Azevedo, Assistant Director of Human Resources

Approved by: Teresia Zadroga-Haase, Director of Human Resources

**ATTACHMENTS**

1. Job Specification, draft and clean, for Pump Maintenance Technician
2. Water Department Memo

**CITY OF SANTA CLARA, CALIFORNIA**  
**CLASS SPECIFICATION**

**LEGEND:**AdditionsDeletionsApproved September, 1994Proposed July, 2019~~CITY OF SANTA CLARA, CALIFORNIA~~**TITLE: PUMP MAINTENANCE TECHNICIAN (677)**

<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNTABLE TO</u></b>	<b><u>FLSA STATUS</u></b>
<u>Water and Sewer</u>	<u>Varies</u> (677)	<u>Non-Exempt</u>

**EDUCATION AND EXPERIENCE**

- Graduation from high school or GED ~~and~~
- Two (2) years of construction, operations or maintenance experience in a water or wastewater agency, at least one (1) year of which shall have included maintenance experience for motor driven pumps, controls and their appurtenances as are used for water, sewage or storm water pumping.

**LICENSES/CERTIFICATIONS**

- ~~Possession of an appropriate~~ A valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- ~~Possession of, or ability to obtain within 12 months of appointment, a~~ A valid Mechanical Technologist Certificate (Grade 1) issued by the California Water ~~Pollution Control Association is required~~ Environment Federation Association (CWEA) within 12 months of appointment.
- ~~must be obtained within 12 months of appointment.~~ A valid Collection System Maintenance Certificate (Grade 1) issued by the California Water Environmental Association (CWEA) at the time of appointment.
- A valid Water Distribution System Operator (Grade D-21 or above) issued by the California Department of Public Health Water Resources Control Board at the time of appointment.

*If assigned to the Water Utility:*

- ~~In addition, within 12 months of being assigned to the Water Utility or the Sewer Utility, the incumbent must obtain~~ A valid Water Treatment Operator Certificate (Grade T1) issued by the State of California Water Resources Control Board ~~Department of Health Services~~ must be obtained within 12 months of appointment.
- ~~if~~ A valid Water Distribution System Operator (Grade D2) issued by the California Water Resources Control Board must be obtained within 12 months of appointment.

*If assigned to the Sewer Utility:*

- ~~the incumbent is assigned to the Water Utility, or a~~ A valid Collection System Maintenance Certificate (Grade I2) issued by the California Water ~~Pollution Control~~ Environmental Association ~~if the incumbent is assigned to the Sewer Utility, must be obtained within 12~~

## PUMP MAINTENANCE TECHNICIAN (continued)

months of appointment.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent in this position will possess a thorough understanding of installation, operation and routine maintenance procedures required for swimming pool and domestic hot water solar heating systems, pumps and pump stations and their appurtenances as are used for the pumping of potable water, non-potable(recycled) water, sewer and storm waters in the City of Santa Clara Water & Sewer Utility and in the Street Department Storm Drain Division. The incumbent may be assigned to work in either the Water Utility or the Sewer Utility and will be capable of exercising independent judgement in performing routine tasks, as well as making recommendations regarding major maintenance requirements or operational changes as might be indicated to assure the best use of pumping plants and related equipment.

### **TYPICAL TASKS/DUTIES**

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

Independently, under general supervision, or as a member of a crew:

- Operates, adjusts, and programs S-C-A-D-A- system
- Utilizes technology such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- Install, troubleshoots and repairs radio telemetry equipment
- Adjusts and repairs pressure control valves
- Performs fire flow tests
- Operates overhead electric hoist and/or truck mounted crane
- Schedules service and installation appointments
- Performs skilled work in the installation, repair and maintenance of water, storm, or sewer pump systems and solar heating equipment;
- Removes, overhauls, repairs and replaces motors, pumps, pressure control and check valves;
- Monitors and tests the operation of solar, sanitary, and storm lift station equipment; tests for efficiency and function of deep well and water system booster pumps;
- Operates disinfection treatment equipment and facilities;
- Performs related maintenance and repair work as required, including changing and interpreting flow recorder charts, taking water levels, recording water and electric meter readings, painting control panels and pumps, lubricating water meters, and making minor repairs;
- Drives trucks, including hauling hazardous materials;
- May perform minor electrical work in connection with solar installations and pump controls; and
- May lead, direct, or train a small utility crew as assigned.
- Performs related work as required.

### **KNOWLEDGE, SKILLS, & ABILITIES**

Considerable ~~knowledge~~ Knowledge of

- The operation and maintenance of a wide variety of pumps and pumping facilities including top drive (line-shaft) and submersible pumps used in deep wells, centrifugal and turbine

## PUMP MAINTENANCE TECHNICIAN (continued)

booster pumps for potable water systems, non-potable (recycled) water systems and pumps used for lift stations in storm water and sanitary sewer systems;

- ~~Incidental knowledge of~~ clutches; gear drives; pump motor controls; level, flow, temperature and pressure measuring devices; ladder safety; roofing systems; auxiliary power supply and standby engine-driven pumps;

### ~~Knowledge of~~

- Water treatment and hydraulics;
- Use of preventative and predictive maintenance practices to minimize or eliminate pump downtime.
- Use of power and manual hand tools;
- Plumbing installation and repairs for PVC and copper piping;
- Electrical theory and safety; -ability to read and interpret basic wiring diagrams
- Keep accurate records of site maintenance and major site work using CMMS and site log book

### ~~Good at~~ Ability to:

- To perform heavy manual labor
  - Utilize and stay abreast with technology and programs such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
  - Communicate effectively orally and in writing
  - Deal tactfully and courteously with others
  - Establish and maintain effective working relationships with those contacted in the course of work, including the general public
  - Work in a team-based environment and achieve common goals
  - Effectively handle multiple priorities, organize workload and meet strict deadlines
  - Follow oral and written instructions and
  - Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- ~~To perform heavy manual labor.~~

## **SUPERVISION RECEIVED**

Works under the general supervision of a Manager, Superintendent, Assistant Superintendent, ~~Assistant Superintendent~~ Manager or Utility Crew Supervisor ~~level~~ in the Water & Sewer Utilities, or other superviorion as assigned.

## **SUPERVISION EXERCISED**

May ~~act as Utility Crew Supervisor over a small utility crew in the absence of higher authority~~ lead, direct, or train a small utility crew staff as assigned.

## **SPECIAL CONDITIONS**

Incumbents of this classification may be required to work shift work, weekends, unusual hours in emergency situations and to be available on an "on call" basis.

## **CLASSIFICATION HISTORY**

Created 11/1994; Rev. 07/2019

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: PUMP MAINTENANCE TECHNICIAN (677)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Water and Sewer	Varies	Non-Exempt

**EDUCATION AND EXPERIENCE**

- Graduation from high school or GED.
- Two (2) years of construction, operations or maintenance experience in a water or wastewater agency, at least one (1) year of which shall have included maintenance experience for motor driven pumps, controls and their appurtenances as are used for water, sewage or storm water pumping.

**LICENSES/CERTIFICATIONS**

- A valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- A valid Mechanical Technologist Certificate (Grade 1) issued by the California Water Environment Association (CWEA) within 12 months of appointment.
- A valid Collection System Maintenance Certificate (Grade 1) issued by the California Water Environmental Association (CWEA) at the time of appointment.
- A valid Water Distribution System Operator (Grade D1) issued by the California Water Resources Control Board at the time of appointment.

*If assigned to the Water Utility:*

- A valid Water Treatment Operator Certificate (Grade T1) issued by the State of California Water Resources Control Board must be obtained within 12 months of appointment.
- A valid Water Distribution System Operator (Grade D2) issued by the California Water Resources Control Board must be obtained within 12 months of appointment.

*If assigned to the Sewer Utility:*

- A valid Collection System Maintenance Certificate (Grade 2) issued by the California Water Environmental Association must be obtained within 12 months of appointment.

**DISTINGUISHING CHARACTERISTICS**

The incumbent in this position will possess a thorough understanding of installation, operation and routine maintenance procedures required for swimming pool and domestic hot water solar heating systems, pumps and pump stations and their appurtenances as are used for the pumping of potable water, non-potable(recycled) water, sewer and storm water in the City of Santa Clara Water & Sewer Utility and in the Street Department Storm Drain Division. The incumbent may be assigned to work in either the Water Utility or the Sewer Utility and will be capable of exercising independent judgement in performing routine tasks, as well as making recommendations regarding major maintenance requirements or operational changes as might be indicated to assure the best use of pumping plants and related equipment.

**TYPICAL DUTIES**

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



## **PUMP MAINTENANCE TECHNICIAN (continued)**

Independently, under general supervision, or as a member of a crew:

- Operates, adjusts, and programs SCADA system
- Utilizes technology such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- Install, troubleshoots and repairs radio telemetry equipment
- Adjusts and repairs pressure control valves
- Performs fire flow tests
- Operates overhead electric hoist and/or truck mounted crane
- Schedules service and installation appointments
- Performs skilled work in the installation, repair and maintenance of water, storm, or sewer pump systems and solar heating equipment
- Removes, overhauls, repairs and replaces motors, pumps, pressure control and check valves
- Monitors and tests the operation of solar, sanitary, and storm lift station equipment; tests for efficiency and function of deep well and water system booster pumps
- Operates disinfection treatment equipment and facilities
- Performs related maintenance and repair work as required, including changing and interpreting flow recorder charts, taking water levels, recording water and electric meter readings, painting control panels and pumps, lubricating water meters, and making minor repairs
- Drives trucks, including hauling hazardous materials
- May perform minor electrical work in connection with solar installations and pump controls
- May lead, direct, or train a small utility crew as assigned
- Performs related work as required

### **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of

- The operation and maintenance of a wide variety of pumps and pumping facilities including top drive (line-shaft) and submersible pumps used in deep wells, centrifugal and turbine booster pumps for potable water systems, non-potable (recycled) water systems and pumps used for lift stations in storm water and sanitary sewer systems
- Clutches; gear drives; pump motor controls; level, flow, temperature and pressure measuring devices; ladder safety; roofing systems; auxiliary power supply and standby engine-driven pumps
- Water treatment and hydraulics
- Use of preventative and predictive maintenance practices to minimize or eliminate pump downtime
- Use of power and manual hand tools
- Plumbing installation and repairs for PVC and copper piping
- Electrical theory and safety ability to read and interpret basic wiring diagrams
- Keep accurate records of site maintenance and major site work using CMMS and site log book

Ability to:

- To perform heavy manual labor

## **PUMP MAINTENANCE TECHNICIAN (continued)**

- Utilize and stay abreast with technology and programs such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- Communicate effectively orally and in writing
- Deal tactfully and courteously with others
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Follow oral and written instructions
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under the general supervision of a Manager, Superintendent, Assistant Superintendent or Utility Crew Supervisor in the Water & Sewer Utilities, or other supervisor as assigned.

### **SUPERVISION EXERCISED**

May lead, direct, or train a small utility crew as assigned.

### **SPECIAL CONDITIONS**

Incumbents of this classification may be required to work shift work, weekends, unusual hours in emergency situations and to be available on an "on call" basis.

### **CLASSIFICATION HISTORY**

Created 11/1994; Rev. 07/2019



**City of  
Santa Clara**  
The Center of What's Possible

Water & Sewer Utilities  
**Memorandum**

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**Date:** June 25, 2019

**To:** City Manager

**From:** Director of Water and Sewer Utilities *G.W.*

**Subject:** Pump Maintenance Technician – Job Specification

The Water & Sewer Utilities (Department) is requesting updates to the current Pump Maintenance Technician job specification. The Department would like to combine the job description attributes of three current similar but separate job descriptions that include: Pump Technician – Water, Pump Technician – Sewer, and Pump Technician – Solar. The changes will better reflect current duties and responsibilities and allow the Department to provide improved cross training, efficiencies, and support within the Department.