



San Juan Water District

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

Position Description

Facilities Maintenance Technician I

Status: FLSA Non-Exempt, Safety Sensitive
Supervisor: Facilities Maintenance Lead
Effective Date: July 16, 2026

Supervision Received and Exercised

Receives direct supervision from the Facilities Maintenance Lead and general supervision from the Facilities Maintenance Manager. Does not exercise supervision over other employees.

Primary Function

To perform maintenance, inspection, operation, and repair duties in support of the District's facilities, pump stations, reservoirs, storage facilities, buildings, grounds, and related infrastructure. This is the entry-level classification in the Facilities Maintenance Technician series and is designed to provide employees with the training and experience necessary to progress through the series. Incumbents perform routine preventative and corrective maintenance activities while learning District maintenance standards, operating procedures, regulatory requirements, and safety practices.

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

- Establish and maintain positive working relationships with co-workers, District employees, contractors, vendors, and the public.
- Perform routine maintenance of District facilities, buildings, grounds, reservoirs, storage facilities, pump stations, and related infrastructure.
- Assist with the operation and monitoring of the District's pump stations, reservoirs, storage facilities, and related equipment.
- Utilize SCADA and other monitoring systems to observe facility operations and report abnormal conditions.
- Perform routine inspections of facilities, buildings, equipment, tanks, reservoirs, pump stations, and grounds; identify and report deficiencies.
- Assist with preventative maintenance activities on pumps, motors, valves, HVAC systems, plumbing systems, electrical systems, instrumentation, and other facility equipment.
- Assist with repair, replacement, installation, and testing of pumps, motors, valves, piping, control equipment, and related infrastructure.
- Assist with troubleshooting mechanical and electrical equipment under the guidance of higher-level maintenance staff.
- Perform routine lubrication, cleaning, painting, adjustment, and servicing of mechanical and facility equipment.
- Assist in maintaining reliable water distribution, storage, and facility operations.
- Perform facility maintenance activities including painting, replacing lights, changing filters, assembling shelving, moving furniture, and minor building repairs.
- Perform grounds maintenance activities including sweeping, cleaning, pressure washing, weed control, sanding, painting, and general site upkeep.

- Safely operate hand tools, power tools, vehicles, maintenance equipment, and other assigned tools.
- Conduct safety inspections of equipment and work areas.
- Research parts and materials required for maintenance and repair activities.
- Utilize the District's Computerized Maintenance Management System (CMMS) to document work performed, inspections, maintenance activities, and inventory usage.
- Maintain shops, vehicles, tools, and equipment in a clean, safe, and orderly condition.
- Comply with District safety programs and procedures including Lockout/Tagout (LOTO), Confined Space Entry, Arc Flash, Respiratory Protection, Hearing Protection, Heat Illness Prevention, Job Hazard Analysis (JHA), Personal Protective Equipment (PPE), and all applicable Cal/OSHA requirements.
- Respond to emergency maintenance assignments as directed.
- Participate in standby and emergency response assignments as required.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Basic mechanical principles and maintenance practices.
- Basic electrical principles.
- Building, grounds, and facility maintenance practices.
- Basic operating principles of pumps, motors, valves, control systems, and related equipment.
- Safe work practices and procedures.
- Basic computer applications, including Microsoft Office and CMMS software.
- Customer service principles and practices.

Ability to:

- Learn District facilities, infrastructure, maintenance procedures, and operating practices.
- Learn the operation and maintenance of pump stations, reservoirs, and related facilities.
- Learn to interpret SCADA information, gauges, charts, and measuring devices.
- Safely operate tools, equipment, and vehicles used in maintenance work.
- Perform routine inspections and identify maintenance deficiencies.
- Read and understand maintenance manuals, instructions, and basic technical drawings.
- Perform physical labor in indoor and outdoor environments.
- Maintain accurate records and documentation.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with employees, contractors, vendors, and the public.
- Follow oral and written instructions.
- Work safely and effectively under varying weather and operational conditions.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Maintenance, construction, mechanical, electrical, industrial, facilities, utilities, public works, military, landscaping, or related experience is desirable but not required.

License or Certificate:

- Possession of a valid California Class C Driver License.
- Ability to obtain a Grade D1 Water Distribution Operator Certificate issued by the State Water Resources Control Board within twelve (12) months of appointment.
- Ability to obtain a Grade T1 Water Treatment Operator Certificate issued by the State Water Resources Control Board within twelve (12) months of appointment.
- Ability to obtain and maintain any additional District-required certifications applicable to the position.
- Employees assigned to this classification may be required to participate in standby and emergency response assignments.

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			75 Pounds	
Fingering/Grasping/Feeling				✓
Describe Working Conditions	Approximately 40 percent indoors and 60 percent outdoors. Work may be performed in office buildings, maintenance shops, pump stations, reservoirs, treatment facilities, construction sites, and outdoor environments exposed to varying weather conditions.			