SANTA CLARA VALLEY WATER DISTRICT
Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Trades and Maintenance Classes				
Apprentice Stand-Alone Classification				
Industrial Electrician I Control Systems Tech I Plant Maintenance Mechanic I Building Maintenance Tech I Water Measurement Tech I Corrosion Control Tech I Equipment Mechanic I Welder I Carpenter I Industrial Painter I	1 of 1	Trades and Maintenance Apprentice	High School diploma or G.E.D. No specific experience is required. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the entry and apprentice level of this series. This classification is utilized for all functions that include an apprenticeship program as its training program. Incumbents work under the direct supervision of a journey level worker, learning and performing all duties of the trade. Duties may include; procuring and setting up equipment, materials and tools; assisting the journey level employee with work activities; and cleaning work site. Incumbents may also participate in a formal course of study as a requirement of the job. At the conclusion of the apprenticeship period, it is expected that the incumbents will obtain journey-level competency. The Trades and Maintenance Apprentice is distinguished from other trades classes by its focus on

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				providing a training opportunity for trades' workers to obtain journey-level certification.
Industrial Electrician Series				
Industrial Electrician II	1 of 3	Industrial Electrician	High School diploma or G.E.D. and four (4) years of directly related electrician experience. Completion of a formal apprenticeship program. **Licensing Requirements:** -CA Driver's License, Class C may be required -Possession of a valid CA journey level electrician certificate/license	This is the journey and fully functional level within the Industrial Electrician series. Incumbents perform, upon attaining journey level competence, all work duties with minimal supervision and may assume lead responsibilities in the absence of a lead worker. Incumbents, perform duties such as skilled maintenance, installation, inspection, testing, troubleshooting, and repair of electrical equipment and systems found in water treatment and distribution, hydroelectric generation, and related administrative facilities. The Industrial Electrician is distinguished from the Industrial Electrician, Senior by the former's focus on performing technical duties

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				with occasional instruction or assistance at the full journey level compared with the advanced journey level and lead worker performance of the Industrial Electrician, Senior.
Senior Industrial Electrician	2 of 3	Industrial Electrician, Senior	High School diploma or G.E.D. and, five (5) years of directly related experience. Completion of a formal apprenticeship program. **Licensing Requirements:** -CA Driver's License, Class C may be required - Possession of a valid CA journey level electrician certificate/license	This is the advanced journey level of the Industrial Electrician series. Incumbents perform difficult technical and mechanical work and provide lead direction and training to journey level staff. Incumbents act as lead worker, making work assignments and determining completion of work. The Industrial Electrician, Senior is distinguished from the Industrial Electrician Supervisor in that the former functions as a leadworker and the latter functions as supervisor.
Industrial Electrician Supervisor	3 of 3	Industrial Electrician Supervisor	High School diploma or G.E.D. supplemented by vocational Degree or related college coursework and five (5)	This is the supervisory level of the Industrial Electrician series. Incumbents are responsible for supervising skilled level industrial electricians. The work emphasizes

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			years of specialized, journey-level electrician experience. **Licensing Requirements:** -CA Driver's License, Class C may be required based upon assignment. -Possession of a valid CA journey level electrician certificate/license	planning, scheduling, coordinating and organizing projects and work to ensure the optimum utilization of staff and resources at the assigned facility. Incumbents supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise. The Industrial Electrician Supervisor is distinguished from other classes within the series by the focus on supervision.
Control Systems Series				
Control Systems Technician II	1 of 3	Control Systems Technician	High School diploma or G.E.D. and four (4) years of directly related electronics experience.	This is the journey and fully functional level within the Control Systems series. Incumbents perform all work duties with minimal supervision. Incumbents design

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			Licensing Requirements: -CA Driver's License, Class C may be required	improvements; build modify, install, maintain, troubleshoot, repair, calibrate, inspect and test a variety of electronic, electro-mechanical, pneumatic, hydraulic, analytical, telemetric, supervisory control and data acquisition (SCADA), and analog and digital control devices and equipment found in water treatment and distribution operations. The Control System Technician is distinguished from the Control System Technician, Senior by the former's focus on performing technical duties and compared with lead worker performance of the Control System Technician, Senior.
Senior Control System Tech	2 of 3	Control System Technician, Senior	High School diploma or G.E.D. and, five (5) years of directly related electronics experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the advanced journey level of the Control System Technician series. Incumbents perform difficult technical and mechanical work and provide lead direction and training to journey level staff. Incumbents act as leadworker, making work assignments and determining

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				completion of work. The Control System Technician, Senior is distinguished from the Control System Supervisor in that the former functions as a leadworker and the latter serves as a supervisor.
Control System Technician Supervisor	3 of 3	Control System Technician Supervisor	High School diploma or G.E.D. and six (6) years of specialized, electronics experience directly related to assignment. **Licensing Requirements:** -CA Driver's License, Class C may be required based upon assignment.	This is the supervisory level of the Control System Technician series. Incumbents are responsible for supervising skilled level industrial electricians and electronics technicians. The work emphasizes planning, scheduling, coordinating and organizing projects and work to ensure the optimum utilization of staff and resources at the assigned facility. Incumbents supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the

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				same duties as those they supervise. The Control System Technician Supervisor is distinguished from other classes within the series by the focus on both oversight and technical supervision of a group of employees in the Control System Technician classes.
Mechanical Maintenance Series				
Plant Maintenance Mechanic II	1 of 3	Plant Maintenance Mechanic	High School diploma or G.E.D. and four (4) years directly related industrial maintenance experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the journey and fully functional level within the Mechanical Maintenance series. Incumbents perform, upon attaining journey level competence, all work duties with minimal supervision. Incumbents perform skilled maintenance and repair functions on equipment in water treatment plants, pumping stations, and hydroelectric plants. Duties include: maintenance and repair of pumps, chemical feed equipment, valves, and related mechanical equipment and

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				components used for water treatment, storage, distribution, and flood control; keeping related records; and maintenance and repair of water conduits and equipment. The Plant Maintenance Mechanic is distinguished from the Plant Maintenance Mechanic, Senior by the former's focus on performing technical duties at the full journey level compared with the advanced journey level and lead worker performance of the Plant Maintenance Mechanic, Senior.
Senior Plant Maintenance Mechanic	2 of 3	Plant Maintenance Mechanic, Senior	High School diploma or G.E.D. and, five (5) years of directly related industrial maintenance experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the advanced journey level of the Mechanical Maintenance series. Incumbents perform difficult technical and mechanical work and provide lead direction and training to journey level staff. Incumbents act as lead worker, making work assignments and determining completion of work. The Plant Maintenance Mechanic,

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				Senior is distinguished from the Plant Maintenance Mechanic Supervisor in that the former functions as a leadworker and the latter functions as a supervisor.
Mechanical Maintenance Supervisor	3 of 3	Plant Maintenance Mechanic Supervisor	High School diploma or G.E.D. and, six (6) years of directly related industrial maintenance experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the supervisory level of the Mechanical Maintenance series. Incumbents are responsible for supervising skilled level industrial mechanics. The work emphasizes planning, scheduling, coordinating and organizing projects and work to ensure the optimum utilization of staff and resources at the assigned facility. Incumbents supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise. The Plant Maintenance Mechanic

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				Supervisor is distinguished from other classes within the series by the focus on supervision.
Building Maintenance Series				
Building Maintenance Tech II	1 of 3	Building Maintenance Technician	High School diploma or G.E.D. and two (2) years of directly related building maintenance and/or trades experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the journey and fully functional level within the Building Maintenance series. Incumbents perform, upon attaining journey level competence, all work duties with minimal supervision. Incumbents perform skilled and semi-skilled duties in the maintenance and repair of District building and facilities including painting, carpentry, plumbing and electrical repairs. Duties include: fabricating and repairing various structural elements including doors and door frames, windows and window frames, partitions, paneling, trim, shelves, cabinets and counters; installing and configuring office setups; performing minor electrical and plumbing maintenance activities; and

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				estimating time and materials. The Building Maintenance Technician is distinguished from the Building Maintenance Technician, Senior by the former's focus on performing technical duties at the full journey level compared with the advanced journey level and lead worker performance of the Building Maintenance Technician, Senior.
Facilities Maintenance Administrator	2 of 3	Building Maintenance Technician, Senior	High School diploma or G.E.D. and, three (3) years of directly related building maintenance and/or trades experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the advanced journey level of the Building Maintenance series. Incumbents participate and lead in planning, coordinating, directing and performing activities and projects affecting the maintenance, alteration and repair to District facilities. Duties include administering various contracts providing maintenance and repair services to District facilities and serving as lead with staff involved in such projects. Incumbents act as leadworker, making work assignments and determining

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				completion of work. The Building Maintenance Technician, Senior is distinguished from the Building Maintenance Technician Supervisor in that the former functions as a lead worker compared with the full administrative supervision exercised by the Building Maintenance Supervisor.
Building Maintenance Supervisor	3 of 3	Building Maintenance Supervisor	High School diploma or G.E.D. and, six (6) years of directly related building maintenance and/or trades experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the supervisory level of the Building Maintenance series. Incumbents are responsible for supervising skilled level staff. The work emphasizes planning, scheduling, coordinating and organizing projects and work to ensure the optimum utilization of staff and resources at the assigned facility. Incumbents supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be

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				working supervisors and as such may be responsible for performing the same duties as those they supervise. The Building Maintenance Supervisor is distinguished from other classes within the series by the focus on supervision.
Water Measurement Technician Series				
Water Measurement Tech II Water Measurement Tech III	1 of 2	Water Measurement Technician	High School diploma or G.E.D. and, two (2) years directly related meter repair and maintenance experience. **Licensing Requirements:** -CA Driver's License, Class C may be required -Ability to successfully pass District technical test	This is the journey and fully functional level within the Water Measurement Technician series. Incumbents perform, all work duties with minimal supervision. Incumbents support the District's water measurement services program including installing, maintaining and repairing a variety of water meters and related equipment and facilities; performing field investigations or gathering data to validate water measurements; and performing water meter testing, calibration, measurement, field surveillance and sampling.

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				The Water Measurement Technician is distinguished from the Water Measurement Technician, Senior by the former's focus on performing technical duties at the full journey level compared with the advanced journey level and leadworker performance of the Water Measurement Technician, Senior.
Senior Water Measurement Tech	2 of 2	Water Measurement Technician, Senior	High School diploma or G.E.D. and, based upon assignment, four (4) years of directly related meter repair and maintenance experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the advanced journey level of the Water Measurement Technician series. Incumbents perform difficult technical and mechanical work and provide lead direction and training to journey level staff. Incumbents act as leadworker, making work assignments and determining completion of work. The Water Measurement Technician, Senior is distinguished from the Water Measurement Technician in that the former functions as a lead worker.
HVAC Mechanic Series				

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Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
HVAC Mechanic	1 of 2	HVAC Mechanic	High School diploma or G.E.D. and four (4) years of directly related HVAC experience. **Licensing Requirements:** -CA Driver's License, Class C may be required - Possession of an EPA universal refrigerant card.	This is the journey and fully functional level within the HVAC Mechanic series. Incumbents perform all work duties with minimal supervision. Incumbents maintain, install, inspect and repair heating, ventilation, air conditioning (HVAC) and refrigeration equipment found in water treatment, operations and office sites throughout the District. The HVAC Mechanic is distinguished from the HVAC Mechanic, Senior by the former's focus on performing technical duties at the full journey level compared with the advanced journey level and leadworker performance of the HVAC Mechanic, Senior.
Senior HVAC Mechanic.	2 of 2	HVAC Mechanic, Senior	High School diploma or G.E.D. and five (5) years of directly related HVAC experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the advanced journey level of the HVAC Mechanic series. Incumbents perform difficult technical and mechanical work and provide lead direction and training to journey level staff. Incumbents act as leadworker, making

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			- Possession of an EPA universal refrigerant card.	work assignments and determining completion of work. The HVAC Mechanic, Senior is distinguished from the HVAC Mechanic in that the former functions as a leadworker.
Corrosion Control Series				
Corrosion Control Tech II	1 of 2	Corrosion Control Technician	High School diploma or G.E.D. and three (3) years of directly related corrosion experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the journey and fully functional level within the Corrosion Control series. Incumbents perform all work duties, upon attaining journey-level competence, with minimal supervision. Incumbents perform technical duties in all phases of the District's corrosion control program including office, field, laboratory and site work. Duties include installing, maintaining and adjusting cathodic protection systems to ensure proper level of operations; troubleshooting, maintaining, operating and repairing cathode protection systems; and installing and maintaining corrosion

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				test stations. The Corrosion Control Technician is distinguished from the Corrosion Control Technician, Senior by the former's focus on performing technical duties with at the full journey level compared with the advanced journey level and leadworker performance of the Corrosion Control Technician, Senior.
Senior Corrosion Control Technician	2 of 2	Corrosion Control Technician, Senior	High School diploma or G.E.D. and three (3) years of directly related corrosion experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the advanced journey level of the Corrosion Control series. Incumbents perform difficult technical and mechanical work and provide lead direction and training to journey level staff. Incumbents act as leadworker, making work assignments and determining completion of work. The Corrosion Control Technician, Senior is distinguished from the Corrosion Control Technician in that the former functions as a leadworker.

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Equipment Mechanic Series				
Equipment Mechanic II Small Engine Mechanic	1 of 2	Equipment Mechanic	High School diploma or G.E.D. and based upon assignment, two (2) years directly related equipment repair and maintenance or small engine maintenance and repair experience. Based upon assignment, additional vocational or college mechanic training may be required. **Licensing Requirements:** -Based upon assignment, CA Driver's License Class C is required or Class A with endorsements may be required within six (6) months of appointment	This is the journey and fully functional level within the Equipment Mechanic series. Incumbents perform, upon attaining journey level competence, all work duties with minimal supervision. Based upon assignment, incumbents perform semi-skilled and skilled preventive maintenance and repair of gasoline and diesel powered automotive, heavy/light construction vehicles, portable small engines and equipment, hand and power tools, and other power-driven equipment. The Equipment Mechanic is distinguished from the Equipment Mechanic, Senior by the former's focus on performing technical duties at the full journey level compared with the advanced journey level and leadworker performance of the Equipment Mechanic, Senior.
Senior Equipment Mechanic	2 of 2	Equipment Mechanic, Senior	High School diploma or G.E.D. and two (2) years	This is the advanced journey level of the Equipment Mechanic series.

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			directly related equipment repair and maintenance experience. **Licensing Requirements:** -CA Driver's License, Class A with required endorsements	Incumbents perform difficult technical and mechanical work and provide lead direction and training to journey level staff. Incumbents act as leadworker, making work assignments and determining completion of work. The Equipment Mechanic, Senior is distinguished from the Equipment Mechanic in that the former functions as a leadworker.
Trades and Maintenance Stand-Alone Classes				
Welder II	1 of 1	Welder	High School diploma or G.E.D. and, two (2) years of directly related welding experience. **Licensing Requirements:** -CA Driver's License, Class B is required	This is the journey and fully functional class. Incumbents perform, upon attaining journey level competence, all work duties with minimal supervision. Incumbents perform welding duties in support of District maintenance programs including use of electric arc, oxyacetylene and Mig and Tig welding equipment to install repair and fabricate parts for machinery,

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				equipment, pipelines and related fittings.
Carpenter II	1 of 1	Carpenter	High School diploma or G.E.D. and, four (4) years of directly related carpentry experience. **Licensing Requirements:** -CA Driver's License	This is a journey and fully functional class. Incumbents perform all work duties with minimal supervision. Incumbents perform duties such as maintaining and repairing structures and facilities including treatment and pumping plants, office and shop areas, tanks, fences, and walkways; and fabricating and repairing structural elements including doors and door frames, windows and window frames, partitions, paneling, trim, shelves, cabinets, and counters.
Industrial Painter II	1 of 1	Industrial Painter	High School diploma or G.E.D. and four (4) years directly related industrial painting experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is a journey and fully functional class. Incumbents perform all work duties with minimal supervision. Incumbents perform skilled painting tasks in the maintenance and upkeep of buildings, facilities, and equipment including preparing buildings, walls, and equipment for painting; scraping, blasting, and patch surfaces as needed; operating equipment necessary to pressure

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				wash, sand and water blast walls.

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