



We invite applications for the position of:  
**WASTEWATER TREATMENT PLANT ELECTRICAL TECHNICIAN**  
**\$8,622 - \$9,838 MONTHLY SALARY**  
Plus a comprehensive benefits package

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## **The City of San Mateo Public Works Department is Looking for a Wastewater Treatment Plant Electrical Technician**

### **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 28 professional and technical personnel. Upgrades currently in progress 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](https://www.youtube.com/watch?v=GTIzeSpc_g)

### **What You'll Do**

- Install, maintain, repair and research a variety of supervisory controls and replacement electrical components that are part of advanced wastewater treatment processes such as aeration, filtration, disinfection and dichlorination, sludge dewatering, odor control, and an environmental laboratory.
- Perform wiring required for the installation of electronic equipment; electrical conductors in conduits; splice high and low voltage cables utilizing hand taping and pre- molded splice kits.
- Design, install, maintain, repair, test and construct electrical assemblies.
- Troubleshoot plant electrical systems, controls and related process equipment. Provide technical support for other work groups within Public Works.
- Specify, install, program, and repair various types of variable frequency motor drive systems.
- Fabricate, maintain, install, service, and calculate power load distributions to various motors and related equipment.
- Install and repair programmable logic controllers and install related hardware and software for control systems in conjunction with controls technician.
- Maintain and repair automatic control valves and associated control functions.
- Implement preventive maintenance and repair on motors from fractional to over 400 horsepower. Record and calculate current requirements for new electrical installations.
- Troubleshoot, perform inspections, preventive maintenance and repairs on industrial switchgear and high voltage equipment such as transformers, breakers, circuits, switches, relays, regulators and distribution panels.
- Specify, install, and inspect various types of conduit; isolate breakers and switches for major repairs; coordinate repairs and scheduled outages with operations staff.
- Conduct surveys to gather field data.
- Use aerial lifts, scaffolding and ladders.
- Prepare requisitions and associated documents for purchase of repair parts and supplies.
- Maintain accurate records of work performed, materials used, and associated costs.
- Perform other duties as assigned.

The WWTP Electrical Technician receives general supervision from the WWTP Maintenance Superintendent or higher level personnel and exercises technical and functional supervision over assigned technical and maintenance personnel.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Index/86>

### **Who You Are**

- You possess the knowledge of design, installation, maintenance and repair of industrial electrical systems.
- You possess the ability to troubleshoot and diagnose faults in complex electronic and electrical equipment using supervisory control and data acquisition and computerized maintenance management systems.
- You possess the knowledge of the tools and equipment used in the work.
- You possess the ability on a continuous basis, to know and understand operations, observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- You possess the knowledge of occupational hazards and safety procedures related to the work. High voltage distribution systems and controls up to 21,000 volts.
- You possess the ability to intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.
- You possess the knowledge of supervisory controls, including solenoids, mercury switches, limit switches, and relays. Electronic, digital, and analog circuits and power switching to the component level.
- You possess the knowledge of National Electrical Code and other appropriate standards and specifications; Building lighting and environmental control systems.

### **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:*

- Sufficient journey level electrical maintenance experience in a heavy industrial environment, with emphasis on work on 120V-480V and familiarity with high voltage( 480- 21,000 volts) systems, to demonstrate possession of the knowledge and abilities listed above. Experience in the maintenance and repair of electronic control systems is desirable.
- Possession of, or ability to obtain, an appropriate valid California driver's license.
- High school diploma or equivalent; technical college certification in electricity and/or electronics is desirable.
- Possession of an International Brotherhood of Electrical Workers (IBEW) apprenticeship certificate, or equivalent, is desirable.
- Possession of CWEA Electrical/Instrumentation III certificate is desirable.

### **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.

### **What We Offer**

- *Salary:* 8,622 - \$9,838 / month
- 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 8.30% to CalPERS and New members contribute 6.75% to CalPERS with participation in the Social Security Program
- Retirement Health Savings Account: City contribution of 0.75% of base salary
- Deferred Compensation: City will contribute 1% and match up to 0.5% of base salary
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- This classification is represented by the SEIU Maintenance unit. For more information, please refer to the [San Mateo SEIU Maintenance Unit Summary document](#).

### **Are You Ready? Apply.**

Submit an online application, resume (required) and supplemental questionnaire at <https://www.calopps.org/city-of-san-mateo> or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260. A supplemental questionnaire is required to be submitted with the application. The questionnaire will be provided when you submit your online application. To submit a completed paper application, contact the Human Resources Department for the required supplemental. Applications received without the supplemental questionnaire, will be considered incomplete.

### **Application Deadline:**

This is a continuous recruitment 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 December 5, 2023.**

### **Examination Process:**

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. 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; **an in-person, oral board panel is tentatively scheduled for December 12, 2023.**

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:** October 30, 2023

**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](mailto: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 a Department of Justice (DOJ) fingerprint check. 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](mailto: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.*

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**CITY OF SAN MATEO**  
**Wastewater Treatment Plant Electrical Technician**

**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. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)*

1. Please list relevant certifications you possess, including any issued by IBEW and CWEA.
2. Describe your work experience diagnosing, testing and installing industrial electrical equipment and systems. Please include the types of equipment, systems, and voltages.
3. Describe your background in reviewing electrical and related diagrams and schematics including your experience updating such documents.
4. Discuss your approach to preventative maintenance on motors and electrical systems, including any specific strategies or tools you use to ensure reliable operation.
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. Note: If this does not apply to you, please enter "NA"