



MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure, including buildings, parks, streets, stormwater, and/or drainage systems and facilities; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Exercises no direct supervision over staff.

Maintenance Worker I: Receives direct supervision from the Maintenance Manager and Maintenance Supervisor and functional and technical direction and training from the Senior Maintenance Worker.

Maintenance Worker II: Receives general supervision from the Public Works Manager and Public Works Supervisor and functional and technical direction and training from the Senior Maintenance Worker.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry-level classification in the Maintenance Worker series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Maintenance Worker II: This is the journey-level classification in the Maintenance Worker series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Some duties may be performed by positions at the entry (I) level in a learning capacity.

- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public.

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system; inspects, rebuilds, and services equipment as necessary.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage.
- Performs concrete and open channel maintenance, including inspecting and repairing sanitary and stormwater conveyance systems, removing/abating weeds and other invasive vegetation, removing sediments, debris, and trash from channels, applying site delineation, best management practices, and erosion control before, during, and after maintenance activities, and keeping in compliance with applicable Federal, State, and local water regulatory laws and regulations.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.
- Participates in asphalt maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Responds to service complaints; cleans and disinfects residences after sewer stoppages.
- Performs legend painting and striping of City streets, curbs, and parking lots using appropriate materials.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers; directs traffic.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.
- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; and performs other related tasks.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions; prepares and reviews work orders as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Loads and unloads tools, equipment, materials, and debris into and from trucks; drives trucks up to 9,000 pounds gross vehicular weight.
- Responds to after-hours emergencies.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be demonstrated by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Standard principles, practices, tools, materials, and safety considerations as they relate to the maintenance and repair of infrastructure, streets, systems, facilities, and appurtenances similar to those in a municipal environment.

- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic mathematics.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform a variety of tasks relating to the construction, modification, repair, and maintenance of public works facilities, parks, roads, and sewers.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand and follow oral and written instructions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn principles, practices, techniques, and regulations pertaining to assigned duties.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Maintenance Worker I: Equivalent to graduation from the twelfth (12th) grade and experience performing entry level construction, landscaping, road repair, and/or facility maintenance duties.

Maintenance Worker II: Equivalent to graduation from the twelfth (12th) grade and two (2) years of experience performing construction or manual labor duties similar to those of a Maintenance Worker I. Experience in the maintenance and repair of engines, motors, compressors, and/or pumps is desired.

Licenses and Certifications:

Maintenance Worker I: Possession of, or ability to obtain, a valid California C Driver's License by time of appointment and a satisfactory driving record.

Maintenance Worker II: Possession of, or ability to obtain, a valid California B Driver's License by time of appointment and a satisfactory driving record within one year of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.