



## MAINTENANCE WORKER I-II

### DEFINITION

Under direct or general supervision, performs a variety of semi-skilled duties involved in the maintenance and repair of City streets, storm drain, water, and sewer systems, lines, and equipment; operates a variety of light and heavy street maintenance equipment; participates in snow plowing, drainage ditch maintenance, street cleaning, grounds maintenance, and general maintenance; and performs related duties, as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Exercises no direct supervision over staff.

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

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

### CLASS CHARACTERISTICS

**Maintenance Worker I:** This is the entry-level technical 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 technical 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 normally reviewed upon completion and for overall results.

### 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 a variety of semi-skilled duties involved in the maintenance and repair of City streets and storm drain, water, and sewer systems, lines, and equipment; participates in a variety of activities involved in ensuring safe and efficient water and sewer line flow, operations, and services.
- Prepares streets for paving, asphalt and concrete repair; utilizes asphalt and other rock to pave, grade, and patch roads and shoulders, fills holes, and seal cracks; maintains existing streets in proper condition.
- Operates snow plows to clear streets of snow; hauls snow and utilizes chains as necessary; operates a

- street sweeper to clear streets of trash and debris.
- Repairs concrete sidewalks, curbs, and gutters; digs, repairs, maintains, and cleans culverts and drainage ditches; cleans surface drains.
- Paints and stripes curbs, handicap zones, stop lines, crosswalks, school zones, and roadways; installs and maintains street and traffic safety signs and markers.
- Assists with general maintenance activities such as painting, carpentry, and roofing; performs routine maintenance and repairs to City buildings, facilities, and equipment; performs grounds maintenance and gardening duties; trims and prunes trees; mows and edges lawns and other turf grounds.
- Performs flagging duties to provide safety for workers during road maintenance work as assigned.
- Maintains records related to work performed.
- Inspects and cleans storm drain, water, and sewer lines; flushes obstructions from storm drain and sewer lines; repairs and replaces valves, control devices, pipes, fittings, and other fixtures, parts, and equipment; repairs water leaks; installs, maintains, and repairs fire hydrants and manholes.
- Responds to customer service calls and public complaints concerning storm drain, water, and sewer lines; investigates public complaints; assists with troubleshooting, diagnosing, and resolving problems.
- Operates a variety of heavy and light equipment including backhoes, loaders, graders, dump trucks, flushers and various hand and power tools; operates specialized equipment involved in the inspection of lines, such as inspection camera and related equipment.
- Turns utilities services on and off as directed.
- Installs new storm drain, water, and sewer connections, equipment, and components at construction sites; assists with mapping storm drain, sewer, and water lines, valves, and other system components.
- Responds to storm drain, water, sewer, and other public works emergencies on an on-call, rotational basis and as needed; participates in clean-up activities after major storms.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

*Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.*

### **Knowledge of:**

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.
- Practices, procedures, methods and materials involved in the maintenance, and repair of streets, sidewalks, ditches, drains, sewer lines and related infrastructure.
- Practices, procedures, methods and materials involved in the installation, cleaning, maintenance, and repair of storm drains, water and sewer lines, valves, pipes, fittings, fire hydrants, and related infrastructure.
- Appropriate safety precautions and procedures.
- Operation of hand and power tools and equipment.
- Proper lifting techniques.
- Defensive driving techniques.
- Basic record-keeping techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- 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 semi-skilled duties involved in the maintenance and repair of City streets, storm drain, water and sewer systems, lines and equipment.
- Operate a variety of heavy and light equipment including dump trucks, loaders, skip loaders, backhoes, paint sprayers, rollers, mowers, snow plows, street sweepers, flushers, and various hand and power tools.
- Understand practices, procedures, methods and materials involved in the maintenance and repair of streets, sidewalks, ditches, drains, sewer lines and related infrastructure.
- Understand practices, procedures, methods and materials involved in the installation, cleaning, maintenance and repair of storm drains, water and sewer lines, valves, pipes, fittings, fire hydrants and related infrastructure.
- Prepare and compile routine records related to work performed.
- Perform mandatory stand-by duties and respond to emergency call-outs following City policies and procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:*

Equivalent to graduation from the twelfth (12<sup>th</sup>) grade.

Maintenance Worker I: Some experience performing general maintenance is desirable.

Maintenance Worker II: Two (2) years of work experience performing general maintenance. Some experience in the maintenance and repair of streets, water, and/or sewer systems, lines, equipment, and related infrastructure is desirable.

**Licenses and Certifications:**

Maintenance Worker I

- Possession of a Class B driver's license is required by the State of California, Department of Motor Vehicles, within one (1) year of appointment to perform the duties of the position.

Maintenance Worker II

- Possession of a Class B driver's license is required by the State of California, Department of Motor Vehicles, to perform the duties of the position.
- Possession of a Water Distribution Operator Grade D1 certification is required within two (2) years 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, electrical, and/or bio 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.