

## **CITY OF MT. SHASTA**

### **CLASS TITLE: PUBLIC WORKS MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

Under the direction of the Lead Utilities or Streets Maintenance Worker, 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 light and heavy street maintenance equipment; participate in snow plowing, drainage ditch maintenance, street cleaning, grounds maintenance, general maintenance and other assigned activities.

#### **DISTINGUISHING CHARACTERISTICS:**

The Public Works Maintenance Worker is the experienced-level classification in the series. Incumbents work under general supervision while performing semi-skilled duties involved in the maintenance and repair of City streets, storm drain, water and sewer systems, lines and equipment. The Public Works Maintenance Worker Operator-In-Training is the entry-level classification in the series. Incumbents work under close supervision while assisting with and learning the practices, procedures, methods and materials involved in the maintenance and repair of City streets, storm drains, water and sewer systems, lines and equipment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of semi-skilled duties involved in the maintenance and repair of City streets; operate a variety of heavy and light equipment including dump trucks, skip loaders, backhoes, paint sprayers, rollers, mowers and various hand and power tools.

Prepare streets for paving, asphalt and concrete repair; utilize asphalt and other rock to pave, grade and patch roads and shoulders, fill holes and seal cracks; maintain existing streets in proper condition.

Operate snow plows to clear streets of snow; haul snow and utilize chains as necessary; utilize a street sweeper to clean and clear streets of trash and debris; pick up paper, trash and debris as needed.

Repair concrete sidewalks, curbs and gutters; dig, repair, maintain and clean culverts and drainage ditches; clean surface drains; flush and clean sewer lines as required; repair water leaks as assigned.

Perform a variety of grounds maintenance and gardening duties; trim and prune trees; mow and edge lawns and other turf grounds; apply pest control methods to eradicate weeds as directed.

Drive dump trucks and pickup trucks to haul and transport equipment, supplies and materials to and from project locations; load and unload materials, supplies and equipment.

**May 12, 2014**

Paint and stripe curbs, handicap zones, stop lines, crosswalks, school zones, roadways, lines and other street markings; install and maintain street and traffic safety signs and markers as assigned.

Assist with a variety of general maintenance activities in areas such as painting, carpentry and roofing; perform routine maintenance and repairs to City buildings, facilities and equipment.

Perform flagging duties to provide safety for workers during road maintenance work as assigned.

Communicate with City personnel to exchange information and resolve issues or concerns.

Work from oral and written instructions and work orders.

Prepare and compile routine records related to work performed.

Perform a variety of semi-skilled duties involved in the installation, maintenance and repair of City storm drain, water and sewer systems, lines and equipment, participate in a variety of activities involved in assuring smooth, efficient, healthy and safe water and sewer line flow, operations and services.

Inspect and clean storm drain, water and sewer lines; flush and remove obstructions from storm drain and sewer lines; repair or replace valves, control devices, pipes, fittings and various other fixtures, parts and equipment; install, maintain and repair fire hydrants and manholes as required.

Respond to customer service calls and public complaints concerning storm drain, water and sewer lines; investigate public complaints; assist with troubleshooting, diagnosing and resolve related problems and malfunctions.

Operate a variety of heavy and light equipment including backhoes, loaders, graders, dump trucks, flushers and various hand and power tools; operate specialized equipment involved in the inspection of lines, such as inspection camera and related equipment.

Turn on and off utilities services as directed.

Install new storm drain, water and sewer hook-ups and related equipment and components at construction sites; assist with mapping storm drain, sewer and water lines, valves and other system components.

Assist with maintenance activities at wastewater treatment facilities.

Prepare and compile various records related to storm drain, sewer and water systems, chemicals, cleaning, maintenance, fire hydrants, meter readings, inventory and assigned activities; collect information and map underground utility systems.

Monitor inventory levels of storm drain, water and sewer system supplies; assist with ordering, receiving and maintaining inventory of supplies.

Assist with the application of chlorine and other water treatment-related chemicals to adjust water quality as required; monitor and record meter readings of water consumption levels.

Respond to storm drain, water, sewer and other public works emergencies on an on-call, rotational basis and as needed; participate in clean-up activities after major storms.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**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 drain, 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.

Legal and defensive driving practices.

Basic record-keeping techniques.

**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.

Observe health and safety regulations.

Perform heavy physical labor.

Understand and follow oral and written instruction.

Observe legal and defensive driving practices.

Work cooperatively with others.

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.

Effectively represent the City in contacts with vendors, contractors, various governmental agencies, home owners, and the public.

Meet the physical requirements necessary to safely and effectively perform required duties.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years general maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license.

Ability to Obtain Water Distribution Operator Grade DI certification within two years

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, gases, chemicals.

Driving a vehicle to conduct work.

Emergency call-out.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate heavy equipment.

Bending at the waist, kneeling, stooping or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position.

Seeing to operate equipment and read a variety of materials.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Climbing ladders.

Heavy physical labor.

**HAZARDS:**

Subject to noise and fumes from equipment operation.

Working around and with machinery having moving parts.

Working at heights.

Traffic hazards.

Working in a cramped or restrictive work chamber.

Infectious materials from wastewater.

Chemical fumes.