

MAINTENANCE WORKER I/II**DEFINITION:**

Under general supervision, perform a variety of manual labor and maintenance duties including the operation of various power-driven machines, equipment and vehicles in the construction, operation, repair, maintenance and replacement of City water, streets, sewer, and storm drainage systems and facilities and perform other related duties as required.

This class has two levels. Maintenance Worker I is the entry-level position assigned to the maintenance, water or wastewater sections of the Public Works Department. Positions in this class are distinguished by the performance of unskilled and semi-skilled duties under the direction of a lead person or supervisor. Positions are expected to progress to Level II within the prescribed time frame with appropriate training, experience and satisfactory job performance.

Maintenance Worker II is the journey level position assigned to the maintenance, water or wastewater sections of the Public Works Department. Positions in this class are distinguished from the Maintenance Worker I position in that they perform the full range of duties in maintenance, construction and repair work in assigned areas and are expected to work on projects independently, receiving occasional instruction or assistance as new or unusual situations arise. Positions in this class are fully aware of the operating procedures and policies of the work unit and may also be assigned to act as leader of a small work crew for projects of limited scope and duration. Appointment to Level II requires that employees meet the qualification standards established for this level and perform duties at the required level. Positions may be required to work shifts, weekends and/or holidays and be designated "stand-by" status.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential to this class and may include, but are not limited to the following: Operate a variety of power construction and maintenance equipment and tools such as chemical and oil sprayers, light rollers, compressors and related pneumatic tools, generators, chainsaws, trenchers, root saws, vibratory compactors, demolition hammers, drills, and hydraulic equipment; drive and operate trucks of various sizes and weights, rubber tired loaders, backhoes and other equipment; load and unload equipment, tools, gravel, sand and other products, supplies or materials related to light and heavy duty maintenance and repair activities; paint various structures, machines, and facilities; prepare and finish interior and exterior surfaces with oil and water based paints, stains and varnishes, and use related solvents; clean and maintain equipment and tools; clear, clean and repair irrigation, sewer, gas, pneumatic and water lines; clean storm drains, catch basins, drainage ditches and culverts; lift and move heavy objects; cut pavement using gasoline and electric dry and wet cutting equipment; saw cut and break out old concrete or asphalt; dig ditches and trenches, lay asphalt and pour concrete; assist in maintaining and constructing walkways, roads and other miscellaneous public facilities and properties; patch streets and alleys using hand or powered tools; lay pipe and place cable and backfill as needed; install, maintain and

repair sprinkler systems, water mains and other water utility components; install, remove and replace water meters as needed; place traffic controls, warning signs and act as flag person as needed; and perform miscellaneous tasks to assist tradesmen and semi-skilled workers.

Other duties for Maintenance Worker II may include: install, remove and maintain traffic, directional and informational signs; paint all traffic legends and sign markings; install, repair and maintain irrigation and water sprinkler systems; perform skilled concrete construction, repair and finishing work; perform routine inspection and preventative maintenance on assigned equipment, referring defects or needed repairs to supervisor; maintain records relating to inspections, maintenance and workload activities utilizing a personal computer; perform minor job related research using the telephone, locating materials and pricing; works with vendors to obtain information regarding parts, tools and equipment; may oversee the work of contract personnel.

Positions assigned to Water must be able to fulfill “stand-by” requirements which include carrying a functional pager and responding to calls within 30 minutes of being paged. The class may be required to work shifts, weekends and/or holidays and be designated “stand-by” status.

QUALIFICATIONS:

Training and Experience: Maintenance Worker I: One year of experience performing construction, repair, water, or maintenance functions.

Maintenance Worker II: Two years of experience performing construction, repair, water, or maintenance functions.

For specialized examinations, change the experience requirement:

Maintenance Worker II/Traffic Sign and Paint- Training and Experience: Two years' experience painting traffic legends or curve markings and installing, repairing or maintaining regulatory, directional or informational signs. Certificates: Possession of an I.M.S.A. Traffic Signs and Markings certificate required at the time of filing.

Maintenance Worker II/Irrigation- Training and Experience: Two years' experience in the care and maintenance of landscaped areas or general grounds, one year of which shall have been in the maintenance, repair or modification of irrigation systems and equipment.

Maintenance Worker II/Concrete Finisher-Training and Experience: Four years' experience in concrete and general construction work, some of which shall have included cement finishing.

Licenses and Certificates: Must possess a valid California driver's license at the time of employment. Persons hired at the Maintenance Worker I level after April 30, 1997, must obtain a Class “A” driver's license with tanker endorsement within one year of appointment.

Positions assigned to Water must obtain the State of California State Water Resources Control Board Water Distribution Operator Certificate Distribution 2 certificate within

eighteen (18) months of employment and the Water Distribution 3 certificate within three years of employment. The Water Distribution 3 certification must be obtained to carry out “stand-by” responsibilities.

Knowledge, Skills and Abilities: General knowledge of: the methods, tools, and equipment used in maintenance, construction and repair work; basic techniques of carpentry, plumbing, painting and welding; methods and techniques of concrete finishing and repair; workplace safety precautions and practices necessary when operating and working with tools, vehicles and heavy/light duty equipment. Ability to: lift, carry, and move heavy objects, perform heavy semiskilled labor, perform strenuous manual labor at varied locations, safely use, care for and maintain tools and equipment, recognize and be alert to hazardous situations, follow verbal and written instructions and work cooperatively with others. For Maintenance Worker II: ability to act as lead worker on small projects and with minimal supervision.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently required to drive and operate various types of equipment, stand, walk, use hands to handle or operate objects, tools, or controls; reach, climb, balance, stoop, kneel, crouch or crawl; hear, talk, smell; and frequently use arms, legs and back to lift and/or move up to 100 pounds. Must submit to random drug testing in accordance with the City’s policy regarding drug and alcohol testing for employees under the authority of the Federal Highway Administration.

The position requires specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus on small objects. The employee regularly works outdoors and may be exposed to variable weather conditions; regularly work near moving vehicles and mechanical parts and occasionally in high precarious places. May be exposed to wet and/or humid conditions, fumes, smoke and/or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The noise level in the environment is usually moderate to loud.