

Public Works

Maintenance Worker

Salary Range \$53,006.62- \$76,589.00 Annually

SUMMARY: Performs work in the maintenance, repair, and upkeep of streets, sewers, storm drains, parks, beaches, bike paths, and public facilities. Incumbents may operate a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicles, trucks and equipment relevant to work performed, ensuring compliance with safe working practices. Performs related work as required. May work Saturdays, Sundays, holidays and nights.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I is the entry level classification in the Maintenance Worker classification series. Incumbents receive regular instruction and training. Under supervision and in a training capacity, incumbents are assigned routine maintenance tasks while learning the basic construction and maintenance trades as necessary for the specific duties to which assigned. Incumbents generally work as a member of a team, but may be given independent assignments. This class is distinguished from the Maintenance Worker II in that the latter class performs the more complex work assigned to the series, and may serve as a lead worker over volunteer or contract crews.

Maintenance Worker II is the fully trained working level class in the Maintenance Worker classification series. Under minimal supervision, incumbents perform a broad range of duties in the basic construction and maintenance trades as necessary for a wide variety of assignments. Incumbents work as a member of a crew, or may be given independent assignments_ and may, serve as a lead worker over volunteer or contract crews. Incumbents may be subject to call-back for after hour emergencies. This class is distinguished from the Maintenance Worker III in that the latter class may act as the Public Works supervisor in his or her absence, and may perform a variety of administrative tasks, including report writing, scheduling, and record keeping.

Maintenance Worker III (Working Title: Senior Maintenance Worker) is the senior-level class in the Maintenance Worker classification series responsible for performing the full range of tasks for assigned maintenance operations and programs. Incumbents work independently and exercise 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. This classification may act as the Public Works Supervisor in his or her absence and may perform a variety of administrative functions, including report writing, scheduling, and record keeping. This classification may serve as a supervisor over volunteer or contract crews. Incumbents may be subject to call-back for after hour emergencies.

ESSENTIAL JOB FUNCTIONS, for Maintenance Worker Series: (May include, but are not limited to)

- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Operates equipment such as air compressors, pneumatic hammers, power activated hammers, chain saws, leaf blowers, concrete saws, pipe cutters, sprayers, compactors, forklifts, painting and spraying equipment and rollers.
- May operate equipment such as backhoes, street sweeper, power broom, and trucks.
- Performs routine maintenance and repair of hand and power tools.
- Responsible for the safe operation of equipment and tools used.
- Understand and carry out oral and written directions.
- May prepare and keep written records and make material and equipment requests.
- Participates in, or performs, a variety of semi-skilled tasks such as cleaning catch basins and plugged sewers; repairing and unplugging sewer laterals, mains and storm drains; repairing and replacing water lines; repairing and patching street surfaces; and installing and repairing chain-link fences.
- Performs labor in the planting, cultivating, trimming, removing, watering, and spraying of lawns, plants and other vegetation.
- Performs duties with respect to vehicle, pedestrian, bike lane, and general traffic safety in work areas; sets up cones and barricades for traffic and safety control; may perform as a flag person.
- Picks up, receives, inventories, issues, and delivers parts, tools, machines, equipment and supplies.
- Cleans and lubricates machinery, engines, and equipment using steam and solvents.
- May provide information and deal with the public.
- Picks-up garbage and litter around the City facilities and auxiliary areas.
- Performs labor in the erecting of tree supports, building of park benches, barbecue pits, retaining walls and other items.
- Installs and repairs sprinkler lines and irrigation systems.
- Set up Council Chambers for meetings and events.
- Performs graffiti abatement.
- Perform basic janitorial services, including but not limited to, cleaning bathrooms, floors, kitchen areas, sweeping, mopping, and emptying garbage and recycling bins.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, biohazard materials and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, work in confined spaces, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MAINTENANCE WORKER REQUIREMENTS

A high school diploma or GED equivalent, AND

One year of experience in the maintenance and repair of streets, sewers, parks, or public facilities Public sector experience desired.

KNOWLEDGE, SKILLS, AND ABILITIES

- Safely perform heavy manual labor.
- Learn the operation of power tools and equipment and the performance of a variety of semi-skilled tasks.
- Learn to safely handle toxic materials.
- Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

(KNOWLEDGE, SKILLS AND ABILITIES CONT.)

- Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

LICENSES/CERTIFICATES: Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

PHYSICAL REQUIREMENTS: Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment; reach (extension and overhead), twist, turn, pivot, grasp up to 25 pounds, ability to crouch (bend at waist), stoop (bend at knees), climb (e.g. stairs), sit, stationary standing (for prolonged periods), ability to be mobile (from site to site and in office), speak with an understandable voice and sufficient volume to be heard at normal conversational distances, on phone or addressing groups.