



MAY 2017
FLSA STATUS: NON-EXEMPT

DRAFT
MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure; maintenance areas include water services, storm drain, sewer collection, streets, street lighting, parks and facilities; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management and lead employees. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. 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 class is distinguished from Senior Maintenance Worker in that the latter is responsible for providing lead supervision to lower-level maintenance staff and performs the most complex duties assigned to the series.

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.

All Maintenance Areas:

- Operates specialized vehicles and a variety of equipment related to the construction, maintenance, and repair of municipal infrastructure 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.
- 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.
- May provide functional and technical guidance to probationary and temporary employees.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

Street Maintenance Tasks:

- Performs construction, maintenance, and repair activities of City streets and roadways to ensure safe and efficient access for the public, including, sidewalks, curbs and gutters, roadway base and sub-base, guard rails, asphalt pavement, potholes, crack seal application, concrete repair, traffic and street sign installation, repair, and reflectivity, pavement markings, streetlight maintenance and street sweeping.
- 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 the sealing of cracks, including cleaning and preparing surfaces with the appropriate equipment and applying crack sealing material and applicable chemicals to the surface.
- Participates in concrete maintenance, including demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Operates construction and concrete cutting and breaking equipment such as a jackhammer; constructs concrete forms, pours concrete, and assists in finishing concrete and masonry work.

Water System Maintenance Tasks:

- Performs construction, maintenance, and repair activities of City water utilities systems; areas of responsibility include service lines, water meters, and valves.
- Responds to complaints with respect to water leaks or pressure related issues; evaluates the problem and confers with supervisor on needed course of action.
- Isolates and shuts down pre-designated water lines for routine maintenance and in emergency situations; ensures proper shut-down of water services; provides explanations to the public during shut-downs.
- Performs manual labor in water service maintenance; cuts pavements; digs ditches; cleans manhole and lines; cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings; maintains and repairs pipes; replaces/restores concrete where needed.
- Provides support to the City's water meter program by removing and replacing water meters in accordance with a scheduled timeline.

Storm Water/Sewer Maintenance Tasks:

- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities.
- Operates and maintains the City's closed circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and flushing or jetting; responds to system overflow situations.

Parks Maintenance Tasks:

- Performs a variety of duties in maintaining the City's parks, recreation and play areas, ensuring these are kept in tidy and safe condition; unlocks and opens gates.
- Prunes and trims a variety of shrubs, trees, and flowers; mows lawns; applies herbicides as necessary; picks up leaves.
- Picks up trash and debris from park grounds and transports to disposal areas.

- Maintains and repairs the irrigation system including sprinklers, lines, valves, clocks and related appurtenances.
- Cleans and maintains bathroom facilities within the City's parks, recreation and play areas.

Facilities Maintenance Tasks:

- Maintains and repairs City facilities, equipment, and buildings by performing a wide variety of carpentry, electrical, painting, masonry/drywall and plumbing work.
- Repairs and replaces plumbing fixtures, including sinks, toilets, faucets, and pipes.
- Performs journey-level carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
- Operates, maintains, and repairs a variety of mechanical and power tools, equipment, and hand tools required for carpentry, plumbing, and general facilities maintenance.
- Performs electrical repair, installation, and troubleshooting of faulty outlets, light ballasts, switches, and light fixtures.
- Prepares surfaces for painting or repainting; appropriately applies paint, varnish, shellac, enamel, lacquer, and other protective or decorative finishes to various interior and exterior surfaces using and operating the appropriate equipment.
- Schedules and performs preventive maintenance, cleans gutters; drains parks water systems in winter; changes HVAC filters; inspects ladders and ensures fire extinguishers are in proper working condition.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining and repairing street, water systems, sewer collection systems, parks, and facilities, and related appurtenances.
- Operational characteristics of tools and equipment used in maintenance repair for assigned areas including, but not limited to, light and heavy construction vehicles, jackhammers, mowers, edgers, CCTV systems, and flushing and jetting equipment.
- Traffic control procedures and traffic sign regulations including the use of barricades and cones.
- Methods and techniques of locating and marking underground utilities.
- Operational characteristics of construction and maintenance materials such as concrete, asphalt, crack sealing substances, and related materials.
- Location of services and infrastructure within the City's geographic areas.
- Methods and techniques of operating variety of hand and power tools, vehicles, and light to heavy power equipment.
- Methods and techniques of performing work in facilities skill areas such as carpentry, painting, plumbing, minor electrical and drywall.
- Methods and techniques of reading blueprints, drawings and sketches.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable City policies and procedures relevant to assigned area of responsibility.
- Principles and practices of recordkeeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform construction, modification, maintenance, and repair work on the City's infrastructure including streets, water systems, storm water/sewer collection, parks and facilities.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use handheld and other electronic devices related to the work performed

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 the completion of twelfth (12th) grade; and two (2) years' experience performing semi-skilled maintenance work in streets, parks, facilities, water or a related field

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class A California Driver's License within 180 days of appointment to the position.
- Possession of, or ability to obtain, a Tanker Endorsement within 180 days of appointment to the position.
- Possession of, or ability to obtain an Air Brake endorsement within 180 days of appointment to the position.
- Possession of, or ability to obtain within two testing cycles from date of appointment, and ability to maintain, a valid Grade I Water Distribution Certificate issued by the State of California

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work 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, and occasionally 100 pounds with assistance from staff members and/or with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Field employees may be exposed to hazardous conditions including elevated noise levels; electrical hazards; hot and cold temperatures; inclement weather conditions; road hazards including driving and working in or around roadway traffic; working with or around hazardous physical substances; odors; fumes; insects and animals. Additionally, employees may be required to participate in confined space activities as an entrant, attendant, rescuer or supervisor, after receiving appropriate confined space training and equipment. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.