

MAINTENANCE WORKER I/II/III

DEFINITION

To perform a wide variety of semi-skilled and skilled work in the maintenance and repair of streets, sidewalks, signs, storm drains; to spray, plant, water, remove and trim trees; graffiti abatement; to maintain and repair municipal buildings, facilities, and grounds or landscaped areas operating a wide variety of gardening and turf equipment and other maintenance equipment which may include driving a heavy equipment necessary in completing tasks. To operate a large passenger vehicle to transport passengers.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry level class in the Maintenance Worker series. Positions in this class will usually perform most of the duties required of Maintenance Workers I and II, however as compared to the Maintenance Worker II, is not expected to function the same skill level and will usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern which has been established and explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the class series concept, positions assigned to the Maintenance Worker II class which become vacant may reasonably be filled at the maintenance Worker I level for training purposes.

Maintenance Worker II: This is the journey level in the maintenance series. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, require prior experience in the construction and maintenance of streets, grounds, buildings, or related facilities. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class required the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate mechanical equipment related to a specific assignment.

Maintenance Worker III: This is the advanced level in the maintenance worker series. Positions in this class are normally filled by advancement from the Maintenance Worker II or when filled from outside, required significant prior related work experience. Incumbents are assigned significant responsibilities above the journey level, possessing specialized knowledge, abilities, skills and experience and are assigned specialized duties. They perform independently more complex work exercising judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I: Immediate supervision is provided by the Lead Maintenance Worker. Functional or technical supervision may also be received from more experienced Maintenance Workers. No supervision is exercised over others.

Maintenance Worker II and III: General supervision is provided by the Lead Maintenance Worker. Functional or technical supervision is also received from higher maintenance personnel. Assignments may require either direct or indirect lead supervision of Maintenance Worker I or other workers assigned to a work detail.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Street Maintenance

Essential

Repairs and patches streets by hand-sweeping surfaces, loading asphalt, raking and shoveling asphalt.

Drives and operates a variety of City vehicles and equipment including asphalt spreader, patch truck and vibrating compaction equipment both hand operated and riding types.

Repairs storm drains, catch basins, and storm drain lines.

Operates heavy equipment on routine assignments or on a training basis, including backhoe, tractor, boom lift trucks, crane truck, and front end loaders.

Demolishes, excavates, forms, pours and finishes concrete work such as curb, gutter, sidewalk repair, and replacement.

Paint walks, curbs, intersections, line striping and legends using air actuated or mechanical sprayer.

Performs graffiti abatement by applying paint and chemical solvents to remove graffiti from surfaces.

Sets up traffic control devices such as cones, barricades, arrow boards and signs, in public right-of- ways to control traffic flow through construction work zones.

Fabricates, installs, and replaces traffic regulating, directional, and warning signs.

Inspects, repairs, and maintains overhead street lighting.

Inspects, cleans, and repairs, storm drain catch basins, grates and storm drain lines on regular and emergency situations.

Inspects, cleans, repairs, and maintains tools and equipment.

Perform related duties as assigned.

Parks/Grounds Maintenance

Essential

Operates a variety of City vehicles which may include a lift truck, asphalt patch truck, dump truck, pick-up trucks transporting materials, tools, and equipment.

Operates and maintains mowing equipment, tractors, asphalt patching and compaction equipment, trenching equipment, and a variety of hand and power tools, and equipment in and around public landscaped areas.

Waters, weeds, trims, seeds, renovates, and fertilizes turf, shrubs, trees, flower beds and landscaped areas.

Repairs inspects, maintains, and replaces irrigation systems and components.

Performs general grounds cleaning including trash and other waste materials.

Maintains and prepares athletic fields by grooming infield surfaces and related areas such as dug outs and base paths.

Cleans, inspects, maintains, and repairs restrooms, sinks, toilets, trash receptacles, play equipment and drinking fountains.

Moves, and installs, play equipment, benches, and trash receptacles.

Performs related duties as assigned.

Building Maintenance

Essential

Operates a variety of City vehicles including lift truck, asphalt patch truck, dump and pick up trucks.

Performs building maintenance tasks such as carpentry, painting, plumbing, landscaping, HVAC, electrical and mechanical work, tiling, roofing and fencing.

Troubleshoots, repairs and replaces electrical fixtures, switches, and related equipment, using a variety of materials, tools, supplies, and equipment.

Installs and repairs doors, windows, floors, lockers, gates, roofs and ceilings.

Installs and repairs plumbing fixtures such as valves, pipes, drains, sinks, toilets, faucets, pumps, filtration systems and related equipment.

Installs and repairs cabinets, countertops, and other equipment requiring cabinet-making and carpentry tasks.

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Operates various power and hand tools such as welding, drills, saws, hammer, and sanders,

Installs and repairs door locks and duplicate keys for various lock sets.

Perform related duties as assigned.

Non-essential function for Maintenance Worker II and Maintenance Worker III:

Applies pesticides once California Department of Pesticide Regulation Applicator Certification is obtained.

Para-Transit Driving

Operates a large passenger vehicle to transport passengers, which may include the elderly, the disabled, and individuals with special needs.

Maintenance Worker I

QUALIFICATIONS

Knowledge of:

Streets, grounds, maintenance and/or construction material, tools and equipment.

Methods employed in basic grounds, street labor and maintenance work; graffiti abatement; repair and maintenance of building and facilities.

Basic tree trimming methods, techniques, equipment and procedures.

Basic carpentry, painting, plumbing and other building maintenance and repair methods, techniques, and procedures.

Safety precautions and procedures in hazardous construction work and operation of power equipment, including trucks and related equipment.

Ability to:

Understand and carry out oral and written instructions; complete required paperwork and documentation.

Perform semi-skilled tasks in the construction and maintenance of streets, parks, gutters, landscape, and public right- of- ways, building and facilities, including graffiti abatement.

Perform heavy physical labor.

Operate and maintain a variety of light and heavy tools, equipment, and vehicles.

Establish and maintain effective working relationship with others.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience in heavy manual construction or maintenance work.

Education:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession and maintenance of a valid California Driver's License.

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Knowledge of:

Operation of power equipment, including mowers, trucks, loaders, and related equipment.

Street construction materials, methods, terminology and practices.

Methods, techniques, and safety practices used in maintaining streets, catch basins, sidewalks, curbs, gutters, landscapes, and buildings.

Proper and effective use of tools, equipment in parks, grounds, streets, buildings and facilities.

Ability to:

Remove concrete and asphalt using a backhoe or a concrete saw; assist in construction, renovation, and maintenance of buildings, facilities and landscaped areas.

Work independently in the absence of supervision.

Understand and carry out verbal and written instructions.

Perform heavy manual labor for extended periods occasionally under severe weather conditions.

Operate heavy duty trucks to job sites; variety of vehicular and stationary mechanical equipment including mowing equipment and other hand and power tools.

Perform routine preventative maintenance on tools and equipment.

Perform skilled and semi-skilled streets and parks maintenance work, including graffiti abatement, plumbing, carpentry, painting, electrical, and mechanical tasks; a wide variety of general grounds and facility maintenance work; prepare grounds around plants and shrubs, including mixing and applying fertilizers.

Pesticide application may be performed if California Department of Pesticide Regulation Applicator Certification is obtained.

Assist in the training of less experienced personnel.

Work effectively with the public.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent to completion of the twelfth grade.

Education:

One year experience performing duties comparable to that of Maintenance Worker I.

License or Certificate:

Possession and maintenance of a valid California Driver's License. Must be able to obtain a Class B California Driver's license with both a Passenger Endorsement and an Air Brake Endorsement within six months of appointment to the position.

Possession and maintenance of a California Department of Pesticide Regulation Qualified Applicator Certificate, category B (Landscape Maintenance) and category C (Right-of-Way) is highly desirable.

Maintenance Worker III

In addition to the qualifications, education, training, experience and license for some or all areas of maintenance and in maintenance reporting and record keeping; experience in supervision is desirable.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 3 hours of sitting, crouching, kneeling, stooping, crawling, squatting, climbing, balancing, reaching overhead, or turning; 3 to 6 hours of standing, walking, bending, twisting, reaching forward or overhead; up to 3 hours of lifting, carrying, pushing/pulling 26 lbs. to more than 100 lbs.; 3 to 6 hours of lifting, carrying, pulling/pushing less than 25 lbs.; less than 3 hours of verbal contact either face-to-face or on the phone, accommodation; 3 to 6 hours of

verbal contact and conversations; up to 6 hours of driving; finger dexterity, firm and light grasp; hand-eye-foot coordination; vision accuracy (near and far), depth perception, field of vision, and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: interpreting and following detailed uninvolved instructions and one or two step instructions; simple reading, writing, and math skills; speaking-signaling, taking instructions, setting up, handling, precision work, driving, manipulation, tending, handling; comprehending/following instructions; performing from simple, repetitive tasks to varied, complex tasks; maintaining work space; relating to other people; evaluating, generalizing; and responsibility for direction.

Maintenance III:

In addition to the mental requirements above: use of a computer and other office equipment; instructing and supervision of Maintenance Workers I and II.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; occasionally under extreme weather conditions, around moving machinery; exposure to dust, fumes, smoke and gases; excessive noise, solvents, grease or oil and vibrations; work is frequently performed on uneven, slippery surfaces and underground; work is performed around others and alone; hard hats, safety glasses, ear plugs, and protective clothing, or other available PPE required. Work may require occasional nights and weekends.