

MAINTENANCE WORKER I/II

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sidewalks, signs, water meters, sewers, storm drains, pump stations and tree maintenance.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by a Maintenance Supervisor. Technical or functional supervision is also provided by higher level maintenance personnel. For the Maintenance II position, assignments may require lead responsibilities over less experienced personnel and/or temporary workers as assigned.

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 at the same skill level and will usually exercise less independent discretion and judgment on matters related to work procedures and methods.

Maintenance Worker II:

This is the journey level in the Maintenance Worker series. This class differs from Maintenance Worker I in that incumbents perform more complex maintenance duties, including the requirement to meet all Standby Program requirements, take standby duty, to work any shift, weekends, and holidays. This incumbent Maintenance Worker II may also be expected to assist in the oversight and training of less experienced personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Operate a variety of light and moderately heavy construction and maintenance equipment including such pieces as a loader, dump truck, water truck, rubber-tired and steel rollers, rubber-tired tractor with all attachments (except backhoe attachment), striping equipment, and trencher in order to perform a variety of routine construction and maintenance operations. Spread asphalt in patching and repairing streets. Use

concrete cutting equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work. Paint and install traffic markings on streets, crosswalks, parking lots, and curbs; operate a striping truck; manufacture and install traffic signs and remove signs no longer required. Install and remove traffic control barricades and cones. Assist in a variety of tree maintenance activities including low limb, stump routing, tree watering, and tree planting. Utilize proper safety precautions and comply with policies and procedures in the Department Illness and Injury Prevention Program. Operate equipment and vehicles with possession of all necessary licenses and certificates. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Respond to inquires from the general public. Clean storm grates and drains. Perform work in emergency situations as required. Perform minor and preventive maintenance on paint spraying equipment, compressors, sprayers, compactors, and other construction equipment. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Maintenance Worker I:

Knowledge of:

Basic methods, tools, materials, and equipment used in general construction maintenance work. Uses and purposes of general construction tools and equipment. Safe work practices and the Department Injury & Illness Prevention Program.

Skill to:

Use the hand and power tools required in general construction and maintenance work. Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities. Understand and carry out both oral and written directions. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Perform heavy manual labor. Learn to operate various construction maintenance equipment and machinery. Identify possible public safety hazards (i.e. missing/broken valve box and manhole lids, malfunctioning/damaged traffic controls).

Minimum Education and Experience:

Education:

High School diploma or equivalent.

Experience:

One year of work experience in construction or related field.

License or Certificate:

Required upon hire, possession of a valid California Driver's License. Class B permit and DMV Medical Certification are required within three months of hire. Must obtain a valid Class B California driver's license, Completion of Work Zone Safety certification issued by the International Municipal Signal Association, First Aid and CPR Certifications prior to permanent appointment.

Maintenance Worker II:

In addition to the qualifications for Maintenance Worker I:

Knowledge of:

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, signs and cleaning of storm drains. Traffic laws, ordinances, and rules involved in truck and equipment operations. The policies procedures contained in the Department Illness and Injury Prevention Program. Applicable codes, regulations and safety orders. Safety precautions in the use, general cleaning and maintenance of equipment including light power equipment.

Skill to:

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner. Work independently in performing semi-skilled and skilled park maintenance work. Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner. Read and interpret basic maps and blueprints. Assist in the supervision and training of less experienced personnel. Maintain written records and reports.

Ability to:

Perform skilled maintenance, construction and repair in the area of work assigned. Perform heavy manual labor. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations. Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Minimum Education and Experience:

Experience:

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

License and Certificate:

Required upon hire, possession of all certifications required of the Maintenance Worker I and a valid Class B California driver's license with Air Brake and Tank Endorsements. Possession of Railroad Worker Safety certification and Forklift certification is required prior to permanent appointment.

COUNCIL ACTION: June 20, 2006