



## MAINTENANCE WORKER I/II

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under general supervision, this position is responsible to perform a variety of semi-skilled and skilled duties involved in the maintenance and repair of a multitude of public works systems including park systems, facilities, roads, utilities, wastewater and landscape areas. Essential functions and qualifications vary based on position assigned.

### **Classification Characteristics:**

Maintenance Worker I: This is the entry level position in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine, less complex or specialized work tasks under closer supervision, with less latitude for independent action. Positions in this class are flexibly staffed and may advance to the Maintenance Worker II level when training, experience and qualifications are sufficient to perform at the full journey level. This position receives direct supervision.

Maintenance Worker II: This is the full journey level position in the Maintenance Worker series. This class is distinguished from the Maintenance Worker I by the performance of the full range of duties assigned including exercising independent judgment within established guidelines and regulations. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level, or when filled from the outside, have prior maintenance experience and the required qualifications. This position receives general supervision and may exercise technical and functional supervision over lower level Maintenance Workers.

### **All Assignments**

### **Essential Functions:**

- Perform unskilled, semi-skilled and/or skilled labor in the maintenance and repair of public works facilities including City facilities and buildings, sewer and wastewater systems, streets, sidewalks, signs, parks, landscape areas, tree trimming and planting, graffiti removal and abatement of nuisances in the public right-of-way.
- Perform preventative maintenance and minor adjustments on equipment used.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Maintain public facilities, storage sites and other work areas in a clean and orderly condition, including security of equipment and facilities at the close of the workday.
- Respond to emergency and off hours calls taking appropriate actions.
- Maintain accurate logs and basic written records of work performed
- Interact with co-workers at all levels of the City, other agencies and the public in a collaborative and customer service-oriented manner.

**Qualifications:**

Knowledge of:

- Occupational hazards and standard safety equipment and practices.
- Safety equipment and practices used in the handling, storage and application of chemicals.
- Methods and techniques of performing diagnostic and troubleshooting services.
- Uses, operation and general maintenance of a variety of hand and power tools, vehicles and light to heavy power equipment.
- Traffic control procedures and traffic sign regulations.
- Basic mathematical principles.
- City and mandated safety rules, regulations and protocols.
- Safe driving rules and practices.
- Applicable Federal, State and local laws, codes and regulations, including administrative policies and procedures.

Ability to:

- Operate hand tools, mechanical equipment, power tools and equipment.
- Recognize unusual, inefficient or dangerous operating conditions and recommend appropriate correction.
- Understand and follow written and oral instructions; read and write at a level necessary for successful job performance.
- Work day, evening, weekend and holiday shifts as required.
- Communicate clearly and concisely, both orally and in writing.
- Respond to inquiries, complaints and requests in a courteous manner.
- Operate a computer terminal.
- Accurately read and record data from gauges, meters and computer systems.
- Maintain logs and records of work performed; prepare appropriate reports and documentation.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

**License:**

Maintenance Worker I: Possession of a California Class C Driver's License.

Maintenance Worker II: Possession of a California Class A or B Driver's License with appropriate endorsements.

**Experience and Training:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Maintenance Worker I:

One year of experience including repair and maintenance in the area of the assigned division.

Maintenance Worker II:

Two years of responsible experience including repair and maintenance in the area of the assigned division.

**Training:**

Maintenance Worker I/II:

Equivalent to completion of the twelfth grade.

**Working Conditions:**

Work primarily in a field environment with exposure to dust, noise, noxious odors and gasses and in inclement weather. Position requires the ability to stand and sit for extended periods; walk, climb up and down ladders and stairs, stoop, squat, kneel, bend, lean, turn, twist, reach, grasp, push and pull on even and uneven surfaces. Lift and carry objects weighing up to 75 pounds. Work in confined areas. Near and far vision required for performing duties and completing reports. Drive motorized vehicles and work around moving traffic. Dependent on assignment, may be required to wear and use a respirator.

**Additional Information For Facilities Maintenance Assignments**

**Essential Functions:**

- Maintain and repair City facilities, equipment and buildings by performing a wide variety of carpentry, lighting, electrical, plumbing, painting and mechanical repair work; inspect facilities and buildings for maintenance and repair needs and safety concerns; make installations, replacements and repairs as needed; perform routine building maintenance work as necessary, such as changing light bulbs, hanging pictures and signs, replacing batteries, clearing roof gutters and drain pipes.
- Perform a variety of electrical repairs and installations, such as electrical conduit, motors, light fixtures, switches, outlets, alarm systems and related equipment; test circuits or electrical equipment failure, isolate problems and repair or replace circuits or equipment.
- Install, repair and maintain sinks, faucets, toilets, drinking fountains, pumps and related equipment.
- Install, repair troubleshoot and maintain heating, ventilation and air conditioning systems (HVAC).
- Perform framing, rough and finished carpentry and cabinetry to erect small structures, partition interior spaces, frame and trim doors and windows and build interior appurtenances.
- Install, repair and maintain floors and flooring and doors and windows including locks and hardware.
- Hang, tape and texture wallboard; patch plaster; apply interior finishes such as paint, paneling, varnishing, etc.
- Perform the full range of masonry duties; install and repair drywall.
- Move and assemble furniture or equipment.

### **Additional Information For Parks and Landscape Assignments**

#### **Essential Functions:**

- Operate large power mowers, tractors, rototillers, power hedge and edge trimmers, blowers and other power equipment used in the maintenance of parks, weed abatement of City-owned open space areas, landscaped areas at City facilities, green belts, median islands, equestrian fencing and trail grading.
- Trim and prune bushes, vegetation, trees and shrubs; stake trees as necessary; rake leaves and clear debris from walks, fields, tennis courts and other facilities.
- Install, inspect, repair and remove playground equipment, picnic tables, barbecues and other related parks equipment and facilities.
- Provide support to City events; gather supplies; maintain and refurbish event equipment; load truck with debris.
- Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust heads; assist in large irrigation system installation; irrigation controller programming; and various maintenance projects.
- Install erosion control measures including sandbagging as needed.
- Maintain park restrooms, stock with necessary supplies, repair toilets, urinals and faucets as needed.
- Operate spray equipment and apply herbicides in the control of plant pests and diseases.
- Remove graffiti from City property using a variety of methods and tools including sandblasting, chemically cleaning and painting.
- Load and unload trucks; haul debris and supplies that require heavy lifting.

### **Additional Information for Street Maintenance Assignments**

#### **Essential Functions:**

- Operate a variety of tools and equipment such as rollers, dump trucks, skip loaders, jackhammers, air compressors, paint stripers and tractors.
- Remove, replace and repair hazards in streets, such as potholes and cracks.
- Break up, repair, mix, form and finish concrete curbs, gutters, sidewalks and ramps.
- Place traffic control and warning signs; serve as a flag person to control traffic; set up cones, barricades and other safety zone methods as needed.
- Load, transport and unload stone, gravel, asphalt, slurry materials, dirt and a variety of other materials.
- Construct and repair manholes.
- Maintain and install street and traffic signs.
- Clear storm drains, catch basins and culverts.
- Paint parking stalls, crosswalks, curbs, street lines and street markings.

### **Additional Information for Wastewater Assignments**

#### **Essential Functions:**

- Install, operate and repair sewer/wastewater collection systems, laterals, flow meters, manholes, pump station equipment and mechanical and electrical equipment associated with sewer lift stations.
- Troubleshoot sewer blockages and lift station problems.
- Operate the Vactor to clean sewer lines and clean blockages to sewer and storm drains.

- Operate closed circuit television (CCTV) video cameras to assess new and existing sewer mains and structures.
- Work in lines, vaults and other confined spaces utilizing proper safety techniques and equipment in accordance with California Occupational Safety and Health Administration (Cal-OSHA), City and departmental safety policies and procedures.
- Locate and mark underground wastewater utilities.
- Measure, cut and fit pipes.
- Dig ditches and holes using power and manual equipment.
- Read and interpret collection system maps, blueprints and diagrams.
- Respond to sanitary sewer overflows and participate in restoring flow containment and cleanup.

Maintenance Worker I/II Additional Required Certification:

- Minimum of a Grade I Collection System Maintenance Certificate issued by the California Water Environmental Association (CWEA).
- If position is filled by promotion or internal transfer, incumbent may have twelve (12) months to acquire required certification(s).

**Additional Information for Water Distribution Assignments**

**Essential Functions:**

- Perform a variety of skilled and semi-skilled duties associated with the installation, maintenance and repair of the water distribution system and non-potable water system including main line repair; service line installation, replacement and repair; main line valve installation, replacement and repair; water main line flushing; pipe cutting; line tapping; water meter installation, replacement, repair and testing; and hydrant valve turning and flushing.
- Operate a variety of tools and equipment including backhoes, dump trucks, jackhammers, pavement saws, compressors, pneumatic tools, hand tools and power tools.
- Cut, break and remove street and sidewalk surfaces; repair sidewalks, curbs, gutters and streets; dig, shovel, haul, load and unload materials; roll and iron asphalt as necessary.
- Perform leak detection and correlation duties as necessary.
- Locate utilities, mainlines and services; mark location of underground water lines.
- Assist in coordinating system shutdowns for contract work including monitoring system pressure.
- Perform emergency repairs and respond to emergency calls at irregular hours.
- Assist in creating and implementing traffic control plans; conduct traffic control when working in high traffic areas of the City; install street barricades and cones; direct and control traffic around work sites.
- Perform a variety of duties associated with water customer service including radio meter reads; connect and disconnect water services; repair meter related leaks; replace meter lids and box as needed; manually re-read meters in response to customer requests, complaints and inquiries.

Maintenance Worker I/II Additional Required Certification:

- Minimum of a Grade I Water Distribution Operator Certificate issued by the State of California Water Resources Control Board.

- If position is filled by promotion or internal transfer, incumbent may have twelve (12) months to acquire required certification(s).

### **Additional Information for Water Production Assignments**

#### **Essential Functions:**

- Conduct inspections of pump stations, wells, tanks and reservoir sites; collect water quality samples; read meters; calculate chemical usage; check pumps for proper operation; make proper adjustments to maintain proper flow in the water system; troubleshoot and perform maintenance on electric motors; calibrations; perform weed abatement at sites as necessary.
- Troubleshoot, repair and perform routine preventative maintenance of pump stations, wells, motors and related equipment; flush water lines and keep system area clean.
- Inspect pumps, control and disinfection systems, hydrants, meters, valves and other water facilities and appurtenances; install and maintain facilities; perform underground repairs to the water system as necessary.
- Operate and maintain water production, storage and treatment and distribution facilities by regulating water flow throughout the system using control valves, pumping stations, manual and computer controlled systems such as Supervisory Control and Data Acquisition (SCADA).
- Load and unload chemicals by hand or by using chemical handling equipment.

#### **Maintenance Worker I/II Additional Required Certification:**

- Minimum of a Grade II Water Treatment Operator Certificate issued by the State of California Water Resources Control Board.
- If position is filled by promotion or internal transfer, incumbent may have twelve (12) months to acquire required certification(s).