

MAINTENANCE WORKER I/II

Job Description

DEFINITION

To perform a wide variety of maintenance, repair and construction work on city streets, storm drains, water and sewer system operations, parks, buildings and other city facilities; to assist in the operational support of public wells, sewer treatment plant and related services; to provide efficient customer service and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I

This job class is the entry level in the Maintenance Worker series. This classification is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this job class. Incumbents in this job class are not expected to perform with the same independence of action as journey level employees. Incumbents in this job class may perform the more skilled tasks in a training capacity.

Maintenance Worker II

Incumbents in this classification function at the journey level of job performance and are expected to perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the Public Works department. Although individual positions may be assigned to specialized work units, incumbents in this job class are expected to be cross-trained and fully functional in all areas of public work activities and assignments. Positions within this job class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED

Maintenance Worker I

Employees in this classification receive direct supervision from the Public Works Director or his/her designee within a well-defined framework of established policies and standard operating procedures.

Maintenance Worker II

Employees in this classification receive general supervision from the Public Works Director or his/her designee within a well-defined framework of established policies and standard operating procedures.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Performs a wide range of maintenance, repair and construction activities on city streets, water/sewer systems, storm drains, curbs, sidewalks, parks and other facilities.
- Assists in the performance of operational and monitoring activities in support of the City's water/sewer treatment facilities.
- Repairs and maintains water and wastewater distribution and pumping equipment; repairs leaks; replaces broken lines with appropriate pipes; measures, cuts and threads pipe.
- Maintains and cleans sewer lines; enters manholes to access lines; operates power and hand rodders in the cleaning process.

- Repairs, maintains, constructs and breaks up a variety of paved surfaces; patches and paves utilizing pre-mixed asphalt; breaks up and removes old concrete utilizing a jackhammer and a variety of hand tools; builds forms, mixes and pours new concrete sidewalks, curbs, gutters, drop inlets and catch basins.
- Repairs, maintains, constructs and installs traffic signs; paints curb and traffic markings on streets and intersections utilizing hand brush, roller and/or spray guns; controls traffic in a safe and effective manner.
- Performs a variety of grounds keeping and landscaping activities in the maintenance of city parks, playgrounds and areas surrounding city buildings and other facilities; mows weeds, waters, trims, seeds and fertilizes lawns, turf and planting areas; prunes trees and shrubs utilizing a ladder and /or other climbing equipment.
- Installs and repairs sprinkler systems; removes and replaces sprinkler heads and automatic controllers.
- Performs a variety of unskilled/semi-skilled and heavy physical labor; removes, hauls and dumps trash.
- Operates a variety of motorized, power and hand-powered machines and equipment to include roller, dump truck, backhoe/front loader, jackhammer, tamper, compressor, arc welder, sewer rodder, mower, concrete saw, auger or sand blasting machine, pick-up truck, street sweeper, shovels, rakes, picks, hoes, wrenches, edgers, drills and saws.
- Performs preventative and routine maintenance on assigned vehicles and other motorized and power equipment, notifies appropriate personnel regarding needed repairs and/or other operational problems.
- Identifies a variety of safety/health hazards as well as public works facilities and systems in need of maintenance or repair; notifies appropriate party of potential problems to ensure a timely and effective response.
- Responds to emergency calls on weekends, holidays and evenings as well as being available for standby duty as assigned and as necessary.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Maintenance Worker I

Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.

Ability to:

- Understand and carry out a variety of oral and written instructions.
- Learn the City's operations, policies and procedures as they relate to assigned duties.
- Learn the operations and maintenance of city's water and sewer treatment and distribution operations and related systems.

- Learn to operate a variety of light to heavy motorized and power equipment utilized in the maintenance, repair and construction of the City's public works operations and facilities in a safe and effective manner.
- Operate a variety of hand powered maintenance and constructions equipment in a safe and effective manner.
- Perform routine mathematical calculations including addition, subtraction, multiplication and division.
- Maintain routine records and logs.
- Communicate orally in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Maintenance Worker II

In addition to the above knowledge and abilities, this classification also requires:

Knowledge of:

- Water/wastewater treatment plant and systems operations and maintenance.

Ability to:

- Understand and follow a variety of oral and written instructions in an independent manner.
- Operate and maintain the City's water/wastewater treatment plant operations and related systems.
- Operate a variety of motorized power equipment utilized in the maintenance, repair and construction of the City's public works operations and facilities in a safe and effective manner.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards policy.

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain this knowledge and ability would be:

Maintenance Worker I

Training

- The successful completion of the twelfth grade to include the ability to read and write at level required for successful job performance.

Experience

- Some prior experience in the construction, maintenance, grounds keeping or landscaping industry.

Maintenance Worker II

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- Two (2) years of increasingly responsible work equivalent to the duties performed by the Maintenance Worker I with City of Gridley.

TYPICAL PHYSICAL REQUIREMENTS

Required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; stand, climb, stoop, kneel, crawl, bend, walk, reach and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic and underground. Continuous contact with staff, service users, other agencies and businesses as well as the general public.