

MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, repair, and operation of City infrastructure, including facilities, streets, utility systems, parks, grounds, buildings, and equipment; inspects facilities and makes recommendations regarding improvements; monitors contractor work and overall performance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Senior Maintenance Worker or the Public Works Supervisor. No supervision is exercised. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, and certifications which meet the qualifications for higher-level class and after demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II: This is the journey-level class in the public works maintenance series 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. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level utility maintenance staff and is capable of performing the most complex duties assigned to the division.

EXAMPLES OF ESSENTIAL 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.

- Performs a wide variety of construction, installation, maintenance, and repair work on City streets, utility systems, parks, grounds, buildings, facilities, and equipment; provides limited scope electrical, plumbing, painting, and carpentry work; assists in the performance of utility maintenance, including water systems, fire hydrants, and wastewater system equipment.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City infrastructure.

- Performs basic maintenance on light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains 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 to ensure safe conditions for the general public and City workers.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Performs a variety of technical landscape and parks construction duties, including planting flowers, shrubs, and trees, irrigating, mowing, and fertilizing turf and lawns, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Maintains interior and exterior of parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, cleaning and repairing restrooms, and cleaning up vandalism.
- Installs and repairs irrigation equipment, including installing irrigation pipes, testing systems, and making repairs.
- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting, and striping, repairing, and reconstructing streets.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing signposts and signs in accordance with City, State, and Federal Codes.
- Performs a variety of duties in the maintenance of stormdrain structures to ensure efficient drainage.
- Drives the street sweeper and performs limited service and repairs on the sweeper.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary.
- Orders materials from specified vendors as necessary to complete duties; requisitions materials and supplies from City stores for assigned projects.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining storm drain systems, streets, traffic signs, street marking, and asphalt and concrete repair, as well as parks, landscape construction, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Safe work methods and safety practices pertaining to the work.

- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

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

Education and Experience:

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

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12th) grade.

Maintenance Worker I: One (1) year of experience of construction, maintenance, or repair experience in streets and traffic, utility systems, general construction, or parks and landscapes facilities maintenance.

Maintenance Worker II: In addition to the above, two (2) years of experience equivalent to Maintenance Worker I at the City of Soledad.

License:

- Valid California class C driver's license with satisfactory driving record.

Maintenance Worker II:

- Valid California class A or B driver's license highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; 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 necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.