

CLASS SPECIFICATION
Maintenance Worker I/II

GENERAL PURPOSE

Under general supervision, performs a variety of semi-skilled and skilled work in the construction, maintenance and repair of streets, curbs, sidewalks, gutters, storm drains and related public works facilities; performs work in the removal of graffiti City-wide; operates a variety of light-, medium- and heavy-duty motorized maintenance and construction equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: Is the entry level and training class in the Maintenance Worker series. Initially under close supervision, incumbents learn and perform a variety of duties in the maintenance and repair of streets, curbs, gutters, storm drains and sidewalks and perform graffiti removal duties. Incumbents in this class are expected to promote to the Maintenance Worker II level upon meeting the minimum qualifications and performance standards of the II level classification.

Maintenance Worker II: Is the full journey-level class within the public works Maintenance Worker class series. Under general supervision, an incumbent performs the full range of assigned duties in the street maintenance, concrete repair and graffiti removal crews including the ability to work independently exercising judgment and initiative and the ability to operate the full range of tools and mechanical equipment related to a specific assignment. Incumbents may exercise functional and technical supervision over lower level maintenance staff.

Maintenance Worker II is further distinguished from Lead Maintenance Worker in that incumbents in the latter class are given assignments requiring higher levels of skill/experience and it provides lead work direction, training and assistance to Maintenance Workers. Appointments to the II level requires that the employee be performing the full range of duties assigned to the class.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Breaks and removes asphalt and pavement; digs, shovels, hauls and loads soils, sand, gravel, cement, asphalt mixes and other materials, tools, and equipment; operates a backhoe to grade roads; patches potholes; lays and rakes, rolls and irons hot asphalt.
2. Builds and removes concrete forms, including curbs, sidewalks and gutters; mixes, sets, trowels and finishes concrete, cement and masonry; installs street guard rails and barricades.

3. Removes and/or paints over graffiti on private and public property; mixes paints; prepares surfaces for painting; investigates and resolves citizen's complaints regarding graffiti.
4. Plants, transplants, stakes, ties, grafts, and fertilizes a variety of trees and shrubs; cuts and removes roots; removes diseased, standing or fallen trees; mixes insecticides and sprays; using power sprayer, sprays trees, plants and shrubs on streets and other landscaped areas; performs weed abatement duties; assists in and applies herbicide on City rights-of-ways.
5. Sweeps and shovels debris and litter and loads trucks; cleans storm drains and storm basins; assists in emptying loads at dump sites.
6. Operates various types and sizes of trucks and motorized equipment, such as dump trucks, tractors, backhoes, box pavers, rollers, patch trucks, boom trucks, compactors and reclaimers; inspects vehicles and reports maintenance as required.
7. Operates air compressor and pneumatic air tools, including spaders, tampers, jackhammers, breaking guns, blowers and concrete saws; operates hand and power tools and equipment for a variety of trades; maintains tools and equipment in proper working order.
8. Drives vehicles to work sites and sets up and removes barricades to protect crews from street traffic; directs traffic in roadways to protect crews.
9. Performs and assists in installing traffic signs.
10. Cleans up work sites upon completion of job.
11. Prepares and maintains a variety records and reports of work performed.

In addition to the essential duties above, Maintenance Worker II may be assigned additional essential duties including:

12. Assist Lead Maintenance Worker in determining maintenance needs, estimates labor, material, and equipment required to complete assignments.
13. Provides training of basic safety rules, appropriate equipment, and proper work techniques.

OTHER DUTIES

1. Performs special assignments as assigned.

QUALIFICATIONS

Knowledge of:

1. Techniques and materials used in the maintenance and repair of streets, gutters, sidewalks, storm drains and related facilities.
2. Maintenance, adjustment and operation of complex light-, medium- and heavy-duty construction and maintenance equipment.

3. Laws and regulations pertaining to the operation of light-, medium- and heavy-duty construction and maintenance equipment.
4. Practices of tree maintenance, including rigging and planting.
5. Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
6. Safe work methods and safety regulations pertaining to the work.
7. Proper placement of cones, barricades and warning devices and directing traffic flow at job sites.

Ability to:

1. Follow work direction and maintenance procedures at work sites.
2. Operate assigned equipment and vehicles safely and follow safe work practices and procedures.
3. Adjust and perform preventive maintenance and make minor repairs on vehicles and equipment.
4. Operate and maintain a variety of hand and power tools and equipment used in the work.
5. Perform heavy manual tasks for extended periods of time.
6. Keep basic written records of work performed.
7. Read and understand street maps and blueprints.
8. Understand and follow oral and written instructions.
9. Exercise judgment and initiative within established guidelines.
10. Establish and maintain effective working relationships with City management, staff, the public and others encountered in the course of work.

In addition to the qualifications listed above, Maintenance Worker II staff is expected to have the ability to:

11. Use appropriate safe work practices and equipment.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D equivalent; and Maintenance Worker I: One year of skilled experience in public works related construction or maintenance work; or an equivalent combination of training and experience. Maintenance Worker II: Two years of skilled experience in public works related construction or maintenance work; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy. A Class B driver's license is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City management, staff, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions, near moving mechanical parts and in or near street traffic with significant exposure to unsafe or hazardous drivers. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.