MAINTENANCE WORKER SERIES

Definition:

Under direct or general supervision performs a variety of general and manual duties related to the maintenance and repair of public works, parks, municipal utilities and other City facilities and performs related work as required.

Class Titles

Maintenance Worker
Senior Maintenance Worker I
Senior Maintenance Worker II
Senior Maintenance Worker III

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Operates a variety of equipment including hand and power tools, blowers, dump trucks, jack hammers, parking lot sweepers, small and large gang mowers, small skip loaders, trenchers, large and small trucks, chippers and aerial equipment.

Performs a wide variety of landscape and infrastructure-related general and/or laboring work such as planting, cultivating, fertilizing and pruning.

Mows and edges lawns with hand and/or power tools, lays landscape/slope protection materials and assists with terracing slopes.

Operates sprayer for pest and weed control and to chemically treat lateral surfaces.

Cleans and maintains tools, brushes and equipment.

Cleans offices, restrooms, buildings and other facilities, cleans and rakes planted areas and pathways and removes litter, debris and graffiti.

Cleans and maintains signs, drainage channels, catch basins, wells, underpass sump pumps, tanks, reservoirs, yards and buildings.

Lifts and moves objects weighing 75 pounds or less and loads/unloads tools, supplies, equipment and refuse.

Cleans pipes, fittings, meters and valve boxes, settling basins and reservoirs.

Installs and repairs posts, fences, gates and guard rails.

Mixes mortar, pours and finishes concrete floors/slabs and removes concrete.

Makes minor adjustments/repairs to equipment.

Paints building interiors and exteriors, tables, benches, sign boards, fences and equipment.

Digs trenches using air tools and back fills manually.

Assists with asphalt, pavement and sidewalk maintenance activities.

Paints and checks operation of fire hydrants and makes repairs to hydrants as necessary.

Assists in the installation, removal, maintenance and repair of pipes, valves, meters and overhead or underground utilities.

Assists in tapping water lines and the maintenance of lateral services and other water and sanitary sewer utility components.

Assists trade workers in specialized areas.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs pool maintenance duties.

Performs other projects/tasks as assigned.

Performs hazardous waste clean up and disposal.

Class Characteristics:

Maintenance Worker is a multi-incumbent class in the Maintenance Services Department. Incumbents perform a wide variety of general and manual laboring duties. Incumbents normally work under direct supervision and within a crew, but are also expected to work productively on an individual basis and/or in the absence of a supervisor or lead worker. Senior Maintenance Worker I/II/III are multi-incumbent classes which also perform a wide variety of general and manual laboring duties. Senior Maintenance Workers in general are distinguished from the Maintenance Worker class by the performance of more difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative. Senior Maintenance Workers perform their duties with a limited amount of direction/supervision, are expected to solve most work related problems independently and may act as crew leader on a limited basis. Additionally, Senior Maintenance Worker II's are distinguished from Senior Maintenance Worker I's by the II's assignment to the Water

Division and by their possession of a Grade 1 or 2 Water Distribution Operator Certificate. Senior Maintenance Worker III's, in addition to being assigned to the Water Division, are distinguished from Senior Maintenance Worker II's by the III's possession of a Grade 3 Water Distribution Operator Certificate.

Contacts and Relationships:

All classes in this series have the majority of their interaction with other Maintenance Services Department staff, although contact with other City employees and the public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:

Maintenance Worker

Knowledge of:

Standard hand and power tools.

Methods used in basic laboring work.

Safety precautions and practices necessary when working with hand and power equipment.

Chemicals used in landscape applications.

Routine maintenance practices as related to buildings, grounds, streets, water and related tasks.

English usage.

AND

Ability to:

Perform strenuous manual labor at a variety of work sites.

Operate job related power equipment.

Lift and carry heavy objects safely.

Understand and carry out oral and written instructions.

Communicate effectively orally.

Read at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Senior Maintenance Worker I

Knowledge of those items listed under "Knowledge of" for Maintenance Worker, plus the following:

Safety precautions and practices necessary when working with specialized equipment.

General trade duties such as concrete work, rough carpentry, plumbing, electricity, water and sewer systems, asphalt work and landscaping.

Ability to do/perform those items listed under "Ability to" for Maintenance Worker plus the following:

Exercise independent judgment.

Direct a small crew as needed.

Assist in training other Maintenance Services staff.

Write simple reports, record data and transfer data from one form to another.

Senior Maintenance Worker II

Knowledge of those items listed under "Knowledge of" for Senior Maintenance Worker I plus the following:

Basic maintenance practices related to water systems.

Safety precautions and practices necessary when working with specialized water utility related equipments.

Ability to do/perform those items listed under "Ability to" for Senior Maintenance Worker I plus the following:

Perform routine maintenance on water related equipment.

Read and understand water distribution system blueprints and drawings.

Senior Maintenance Worker III

Knowledge of those items listed under "Knowledge of" for Senior Maintenance Worker II plus the following:

Specialized maintenance practices related to water systems.

Mainline disinfection processes.

Ability to do/perform those items listed under "Ability to" for Senior Maintenance Worker II plus the following:

Perform specialized maintenance on water related equipment.

Troubleshoot water distribution systems problems.

A typical way to obtain the knowledge and abilities is as follows:

Maintenance Worker:	Education:	Completion of the tenth grade.
	AND	
	Experience:	Six months of general maintenance/ laboring experience.
Senior Maintenance Worker I:	Education:	Graduation from high school.
	AND	
	Experience:	One year of general maintenance experience.
Senior Maintenance Worker II:	Education:	Graduation from high school.
	AND	
	Experience:	Two years of general maintenance experience to include some experience related to a water system.
Senior Maintenance Worker III:	Education:	Graduation from high school.
	AND	
	Experience:	Three years of general maintenance experience to include one year of water system maintenance experience

Special Requirements - All Classes in This Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license.

Must be able to work a flexible schedule to accommodate City needs. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

Additional Requirements - Senior Maintenance Worker II:

Grade 1 or Grade 2 Water Distribution Operator Certificate issued by the State of California at time of appointment and throughout employment in this classification.

Assignment to the Water Division.

Additional Requirements - Senior Maintenance Worker III:

Grade 3 Water Distribution Operator Certificate issued by the State of California at time of appointment and throughout employment in this classification.

Assignment to the Water Division.

Non-Required Skills / Abilities / Experience / Certification / Education Which may be Helpful or Preferred Include:

Maintenance Worker and Senior Maintenance Worker I: Valid and appropriate Water Treatment and/or Distribution Operator Certificates issued by the State of California, depending on area assigned are preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. Incumbents perform strenuous physical labor for extended periods of time requiring physical strength and endurance, drive a vehicle on City business and may work under damp conditions and in confined spaces. Incumbents crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, and grasp, drag, lift and carry items weighing 75 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 25 pounds or less for sustained periods of time. Incumbents may work in damp/wet conditions and be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised and Senior Maintenance Worker split into I/II/III May 2006
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