

PUBLIC WORKS MAINTENANCE WORKER I/II

DEFINITION

Under direct and general supervision, performs a variety of unskilled and semi-skilled work in the cleaning, maintenance, repair and operation of City infrastructure, including streets, sidewalks, storm drains, landscaping, irrigation systems and trees; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct and general supervision is given by the Public Works Superintendent. No direct supervision of staff is exercised. The higher-level class in the series may provide training to the lower-level class.

CLASS CHARACTERISTICS

Public Works Maintenance Worker I is the entry-level class in the maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City facilities, use of tools and equipment and a wide variety of practices and procedures. As experienced is gained, assignments become more varied and are performed under more general supervision. This class is alternately-staffed with Public Works Maintenance Worker II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Public Works Maintenance Worker II is the journey-level class in the maintenance series, capable of performing a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Senior Public Works Maintenance Worker by the latter's lead, special assignment and advanced training and certification requirements.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs repairs, maintenance and construction of streets, including repaving, patching and overlaying, crack sealing of asphalt and backfilling trenches and excavations.
- Excavates and prepares potholes and excavations for patching on streets and alleys.
- Loads cold and hot mix, asphalt and patching oil; applies and finishes as required.
- Mixes, thins and applies paint and stripes streets, crosswalks and stop sign bars; replaces reflective pavement markers and street signs, lays out and installs traffic signs.
- Removes concrete, builds forms and repairs sidewalks and gutters that have been damaged and are trip hazards or need repair; performs other concrete work around City buildings as required.
- Performs repair, maintenance and construction of sidewalks, curbs, gutters, catch basins and drainage structures; removes debris, mud and trash; sprays, cuts and removes weeds.

- As qualified and assigned, operates specialized equipment such as sweepers, heavy trucks, backhoes, loaders and related construction equipment.
- Installs and repairs traffic regulatory and directional signs.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition; performs assigned custodial work.
- Performs basic remodeling to City facilities; paints the inside and outside of City buildings; removes graffiti and repairs vandalism.
- Assists with basic landscaping, horticulture and irrigation assignments.
- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers with appropriate authorization.
- Leads the work of an assigned crew on a project basis; assists with the training and direction of new or temporary staff.
- Contacts residents and businesses to inform them of work to be performed.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains logs and records of work performed and materials and equipment used.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing streets, including traffic signs, street marking, and asphalt and concrete repair.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Shop arithmetic.
- Safe driving rules and practices.
- Basic traffic control procedures and traffic sign regulations.
- Techniques for dealing effectively with the public, vendors and City staff, in person and over the telephone.

Skill in:

- Performing semi-skilled construction, modification, maintenance and repair work on facilities, streets, grounds, buildings and equipment such as found in the City.
- Operating specialized street maintenance and repair equipment.
- Setting up and operating a traffic area construction zone, including cones, barricades and flagging.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.

- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

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:

Public Works Maintenance Worker I: Equivalent to graduation from high school and one year of construction, maintenance or repair experience in streets and traffic, general construction or facilities maintenance.

Public Works Maintenance Worker II: In addition to the above, two years of semi-skilled maintenance experience in a variety of craft areas at a level equivalent to the Public Works Maintenance Worker I.

Licenses and Certificates:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing up to 100 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

Working Conditions:

Must be available for regular and emergency standby and weekend assignments and to be called-back and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.