



**October 2012**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE WORKER I**

### **DEFINITION**

Under direct supervision, learns and performs a variety of basic to routine work in the construction, modification, maintenance, repair, and operation of City infrastructure, including streets, traffic controls and structures, storm and sanitary sewers, water systems, parks, landscapes, facilities, and street trees; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision and/or technical and functional direction from assigned supervisory or management personnel. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn the City's 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 distinguished from the Maintenance Worker II, in that the latter performs more complex work that requires additional knowledge, skills, licenses, and certifications. Positions at this level usually perform most of the duties required of the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

### **When performing the street maintenance assignment:**

- Participates in providing for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt, patching, painting and striping, repairing, and reconstructing streets.

- Participates in the 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 drainage structures, such as catch basins, storm drains, and outfalls, to ensure efficient drainage.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians.
- Maintains City streets, right of ways, and alleys to ensure safe and efficient access for the public.
- Participates in cleaning hazardous materials spills as required.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Inspects, removes, and repairs street light standards and auxiliary equipment such as control boxes, light fixtures, lamps and circuitry; diagnoses street light malfunctions; adjusts, replaces, and modifies electrical and mechanical components.

**When performing the water distribution systems assignment:**

- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary, including pump stations.
- Participates in repairing transmission and distribution water mains, including installing parts as necessary.
- Participates in installing, repairing, and replacing water services including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Participates in reading water meters; Participates in installing, repairing, and replacing meters as necessary to ensure efficient operation; participates in replacing and maintaining meter boxes and lid covers; investigates leaks and reports malfunctions; completes orders for meter repairs.
- Assists Utility Billing by obtaining meter reads, turning water on or off, locking and unlocking meters, and delivering notices.
- Performs location and marking for all City owned utilities; retrieves data; maintains accurate records and files; assists contractors and other City staff as required.
- Participates in performing asphalt and concrete repair and patch work; removes trees, brush, and debris to access water meters, and boxes.

**When performing the wastewater collections, treatment and storm drain systems assignment:**

- Participates in maintaining the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken wastewater mains and parts, and hydro-cleaning and rodding to ensure clean and open distribution.
- Participates in providing installation, maintenance, and repair of wastewater mains and laterals.
- Installs and maintains wastewater manholes, and makes minor repairs as directed.
- Participates in inspecting wastewater lines and manholes to ensure compliance with established codes.
- Participates in installing new wastewater laterals and mains, including hooking up laterals for new home construction.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Participates in performing asphalt and concrete repair and patch work; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.

**When performing the parks and facilities assignment:**

- Maintains and repairs City's facilities, and buildings by performing a basic carpentry, electrical, painting, plumbing, heating, and air conditioning, and mechanical repair work.

- Performs graffiti abatement duties, including locating, documenting, and cleaning graffiti and notifying appropriate City staff, as needed.
- Participates in performing a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Participates in inspecting, maintaining, repairing, parks, playgrounds, athletic, and other related facilities and properties.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks, landscapes, and street trees, and related facilities.
- Participates in installing, inspecting, and maintaining park equipment and grounds to ensure safe operating conditions for citizens, including basic maintenance duties such as fabrication, painting, and carpentry.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, watering lawns and other landscaped areas, and removing graffiti.
- Participates in installing and repairing irrigation equipment, including installing irrigation pipes, testing systems, and making repairs.

**When performing all assignments:**

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair City infrastructure, facilities, and systems within 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.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Basic maintenance principles, practices, tools, and materials for maintaining and repairing City infrastructure, facilities, systems, and related appurtenances.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Applicable Federal, State, and local laws, codes, and regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer software related to work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

**Ability to:**

- Learn to perform construction, modification, maintenance, and repair work on streets; or water distribution systems; or wastewater collection systems; or parks, landscapes, and street trees.
- Operate specialized maintenance and repair equipment related to the area of assignment such as: back hoe, paint machine, concrete asphalt saw, vactor, dump truck, street sweeper, patch truck, forklift, jack hammer, air compressor and other equipment, as required for assignment.
- 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 appropriate regulations, depending on assignment.
- 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, maintain, and foster positive and effective working relationships with those contacted in the course of 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:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. Some experience in construction, repair, operation, and maintenance of streets, underground utilities, or parks and landscape, or in related trades is desirable.

**Licenses and Certifications:**

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

**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 weighing up to 75 pounds and heavier weights with the use of proper equipment.

**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.

**SPECIAL REQUIREMENTS**

Incumbents in this class are required to work on-call as needed, to ensure efficient operation of the City's utility systems, and for emergency response, on a rotating schedule. Incumbents must live within thirty (30) minutes of the City to meet emergency response time requirements.