



October 2012
FLSA: NON-EXEMPT

MAINTENANCE WORKER II

DEFINITION

Under general supervision, performs a variety of routine to complex 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 general supervision and/or technical and functional direction from assigned supervisory or management personnel. Exercises no direct supervision of staff. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is the full 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. Positions at this level perform of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Maintenance Worker III in that the latter is responsible for technical and functional direction of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division. Positions at the Maintenance Worker II level may be filled by advancement from the I level requiring two (2) years of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the requirement is to have three (3) years of prior related experience to meet the qualification standards for the II level.

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:

- Performs maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt, patching, painting and striping, repairing, and reconstructing streets.
- Installs, maintains, and repairs traffic signs, including making signs, and installing signposts and signs in accordance with City, State, and Federal Codes.
- Performs a wide variety of duties in the maintenance of drainage structures, such as catch basins, storm drains, and outfalls, to ensure efficient drainage.
- Performs a wide 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.
- Cleans hazardous materials spills as required.
- Performs duties related to 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.
- Repairs transmission and distribution water mains, including installing parts as necessary.
- Installs, repairs, and replaces 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.
- Reads water meters; installs, repairs, and replaces meters as necessary to ensure efficient operation; replaces and maintains meter boxes and lid covers; investigates leaks and reports malfunctions; completes orders for meter repairs.
- Obtains meter reads for utility billing, turns water on or off, locks and unlocks meters, and delivers 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.
- Performs 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:

- Maintains 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 flow.
- Installs, maintains, and repairs wastewater mains and laterals.
- Installs and maintains wastewater manholes and makes minor repairs as directed.
- Inspects wastewater lines and manholes to ensure compliance with established codes.
- Installs 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.
- Performs 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:

- Maintenance principles, practices, tools, and materials for maintaining and repairing City infrastructure, facilities, systems, and related appurtenances.
- Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- 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:

- 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 (12th) grade supplemented by coursework in water, wastewater, sewer collection systems or related subjects is highly desirable. Two (2) years of experience equivalent to the work performed by the Maintenance Worker I in the City of Escalon.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record; a class B driver's license is desirable.
- Possession of a Grade T-1 Water Treatment Operator Certificate and/or Grade D-1 Water Distribution Operator Certificate issued by the State of California. Possession of a Grade D-2 Water Distribution and/or Grade T-2 Water Treatment, Wastewater and/or Collections System Maintenance certification is 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 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 for emergency response on a rotating schedule. Incumbents must live within thirty (30) minutes of the City to meet emergency response time requirements.