



October 2012
FLSA: NON-EXEMPT

MAINTENANCE WORKER III

DEFINITION

Under general supervision, provides lead direction to assigned maintenance personnel; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs the more complex maintenance and repair work, 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 from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff

CLASS CHARACTERISTICS

This is the advanced journey-level in the public works maintenance series that performs the most complex 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 performing a wide variety of tasks in the inspection, maintenance and repair of assigned facilities and systems in a timely manner. This class is distinguished from the Maintenance Services Supervisor classification in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in public works maintenance and operations.

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.

- Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; assists in selection and in completing employee evaluations; recommends corrective action as required; participates in performing routine to complex maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with a supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities.
- Trains employees in work procedures and methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing short- and long-range plans, work plans, procedures, and schedules.

- Orders supplies and equipment for work projects; participates in vendor selection process; maintains records of purchase orders; may assist in developing budget figures for division.
- Performs a wide variety of complex maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including streets, traffic controls and structures, storm and sanitary sewers, water systems, parks, landscapes, and street trees.
- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate for the construction, maintenance, and repair of the City infrastructure, systems, and facilities to which assigned.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to after-hours emergencies and performs emergency repairs as necessary.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Maintains logs of daily activities.
- Acts as supervisor in their absence or as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities, including streets, traffic controls and structures, storm and sanitary sewers, water systems, parks, landscapes, and street trees.
- The operation and minor 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.
- Record keeping principles and procedures.
- Basic computer software related to work.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, and oversee activities of public works maintenance personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in public works maintenance and related projects.
- Perform construction, modification, maintenance, and repair work on streets, water distribution and wastewater collection systems, facilities, and equipment, parks, landscapes, and street trees such as found in the City.
- Operate specialized maintenance and repair equipment for area assigned.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- 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 and/or wastewater treatment, sewer collection systems, or related subjects. Three (3) years of experience equivalent to the work performed by a Maintenance Worker II in the City of Escalon.

Licenses and Certifications:

- Valid California class B driver's license with satisfactory driving record; a class A driver's license is desirable.
- Possession of a Grade T-2 Water Treatment Operator Certificate or Grade D-2 Water Distribution Operator Certificate issued by the State of California and/or a Wastewater Collections System Maintenance certificate.

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.