



**SEPTEMBER 2014
FLSA: NON-EXEMPT**

MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of skilled maintenance work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, structures, storm and sanitary sewers, street signs and striping, traffic medians, parks, sports fields, and other City facilities and landscaped areas; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Senior Maintenance Worker or the Public Works Supervisor.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City 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. Positions at this level usually perform most of the duties required of the positions at 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.

Maintenance Worker II: 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 to which assigned, 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 are distinguished from the I level by the performance 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 Senior Maintenance Worker in that the latter has lead responsibility for assigning and directing the work of staff and individually, and is capable of performing the most complex duties assigned to the division.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring one (1) additional year of

experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

When performing the parks/landscape maintenance assignment:

- Performs preventative landscape, turf, parks, grounds, median strips, and recreation trails maintenance on a scheduled basis; including litter removal; graffiti abatement, hard surface sweeping/blowing, leaf removal, mulching, planting, trimming, edging, fertilizing and mowing, and integrated pest management.
- Installs, repairs, and replaces landscape irrigation systems; installs, adjusts, maintains, and repairs electronic timers, and repairs electronic and hydraulic valves and controllers; replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling, and replacing worn or broken parts.
- Oversees contract services, authorize work within the scope of authority; ensures compliance with the contract provisions and safety regulations.
- Performs tree trimming and removal services, including pruning branches, grinding tree stumps to ground level, and removing trees safely and efficiently.
- Repairs and constructs, structures, and retaining walls; repairs, fabricates, and replaces park and playground equipment.
- Inspects City premises for graffiti vandalism; uses appropriate equipment to remove graffiti.
- Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, small tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, brooms and other tools.
- Maintains accurate logs and records of work performed and materials and equipment used.

When performing the facilities maintenance assignment:

- Locks and unlocks restroom facilities at parks and fields; picks up trash and maintains recreational areas such as tennis and basketball courts, childcare buildings, and other areas as assigned.
- Performs maintenance activities of all municipal facilities including buildings, parks, fields and the Community Pool.
- Performs custodial activities including sweeping, scrubbing, mopping, stripping, waxing, and polishing floors; vacuums and sweeps rugs and carpets.
- Cleans, dusts, and vacuums offices, meeting rooms, kitchen areas, and other facilities as assigned.
- Cleans and disinfects restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows; unclogs drains and toilets.
- Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs; cleans tables, chairs, and other furniture.
- Moves and arranges furniture and equipment; prepares rooms and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
- Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.

- Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.
- Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.

When performing the concrete/asphalt maintenance assignment:

- Performs construction, maintenance, and repair activities of City streets and roadways to ensure safe and efficient access for the public, including alleys, sidewalks, curbs and gutters, roadway base and sub-base, guard rails, asphalt pavement, crack seal application, concrete repair, traffic and street sign installation, repair, and reflectivity, and pavement markings.
- Participates in asphalt maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface, and cleaning up area.
- Participates in the sealing of cracks, including cleaning and preparing surfaces with the appropriate equipment and applying crack sealing material and applicable chemicals to the surface.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicapped ramps, curbs, and gutters.
- Operates construction and concrete cutting and breaking equipment such as a jackhammer; constructs concrete forms, pours concrete, and assists in finishing concrete and masonry work.

When performing the traffic/graffiti/street sweeping maintenance assignment:

- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with federal, state, and City codes.
- Participates in the fabrication and repair of City signs including street name signs and sign posts; installs and maintains municipal sign posts, signs, and pavement markings. Performs legend painting and striping of City streets and parking lots using appropriate materials.
- Operates street sweeping equipment for the purpose of cleaning City streets, gutters, alleyways, parking lots, and other assigned facilities and public areas.
- Manually removes debris and other materials from streets as necessary, removing obstructions from the sweeper's path, and removing objects from other inaccessible areas.
- Receives and responds to requests from other City Departments, City staff, and the general public for emergency clean-up, including requests to remove debris, garbage, glass, and other materials from accident sites and other areas

When performing the stormwater/sewer maintenance assignment:

- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public, including concrete and open channels, creeks, pipes, drains, detention basins, and drop inlets.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system.
- Operates and maintains the City's close circuit television system and equipment used to monitor and perform preventative maintenance in the wastewater system.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Notifies residents of sewer system work, which may affect their lines, and cooperates with other agencies on repairs.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting, repairing, and replacing structures.

- Performs concrete and open channel maintenance, including inspecting and repairing stormwater conveyance systems, removing/abating weeds and other invasive vegetation, removing sediments, debris, and trash from channels, applying site delineation, best management practices, and erosion control before, during, and after maintenance activities, and keeping in compliance with applicable federal, state, and local water regulatory laws and regulations.
- Ensures regulatory requirements related to sewer collection system operations and maintenance are met on a consistent and ongoing basis, including the reporting of all sanitary sewer overflows to the proper authorities pursuant to Regional Water Quality Control Board regulations.

When performing all assignments:

- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of construction systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other 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 and special events to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Participates in emergency Public Works repairs and maintenance including work in other sections of the Department.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Maintenance Worker II, in addition to the above:

- Principles, practices, tools, and materials for maintaining and repairing streets and roadways, as well as stormwater and drainage systems and facilities, systems, and appurtenances.
- Traffic control procedures and traffic sign regulations.

- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, codes, and regulations.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Maintenance Worker II, in addition to the above:

- Perform construction, modification, maintenance and repair work on streets and roadways as well as stormwater and drainage systems and facilities, and related facilities, systems, and appurtenances.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- 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 Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12th) grade.

Maintenance Worker I: One (1) year of experience in construction, maintenance, and/or repair of streets and roadways, stormwater and drainage, sanitation systems, traffic signs, and/or related facilities, systems, and appurtenances.

Maintenance Worker II: Three (3) years of experience in construction, maintenance, and/or repair of streets and roadways, stormwater and drainage, sanitation systems, traffic signs, and/or related facilities, systems, and appurtenances, or two (2) years of experience equivalent to Public Works Maintenance Worker I at the City of Piedmont.

Licenses and Certifications:

Maintenance Worker I:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Ability to obtain a class B driver's license with the appropriate endorsements within one (1) year of employment.
- Depending upon assignment, the ability to obtain a valid Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA) within six (6) months of employment.

Maintenance Worker II:

- Depending upon assignment, may require a valid class B driver's license with the appropriate endorsements and satisfactory driving record.
- Depending upon assignment, may require possession and maintenance of a valid Grade I Wastewater Collection System Operator Certificate issued by the CWEA.
- Depending on assignment the following certifications are desirable: Pipeline Assessors Certificate Program (PACP); Certified Arborist.

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 and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; 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 100 pounds, or 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 challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.