

MAINTENANCE I

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under the direction of the Public Works Superintendent, the position performs a range of activities, described below.

DISTINGUISHING CHARACTERISTICS:

The Maintenance I employee performs the full array of duties in the Maintenance Worker series, including providing lead direction to assigned staff, on maintenance and construction work in one or more Public Works operations; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties. The candidate works at the entry level in the Public Works Maintenance series and initially, under immediate supervision, performs assignments within an established procedural framework, including a wide variety of maintenance and construction tasks.

ESSENTIAL FUNCTIONS (include but are not limited to the following)

- Performs skilled and semi-skilled maintenance, repair, construction, and installation work in streets, storm drain and sewers, landscapes, parks, water, and building maintenance.
- Streets and Sewers: Breaks, removes, crack seals, and repairs surfaces; digs, shovels, hauls, loads, and unloads materials; operates jack hammers, tampers, pavement breakers, and other hand and power tools; rolls and irons asphalt; operates trucks, backhoes, rollers, street sweepers, aerial lifts, and other construction vehicles and equipment; assists in the installation and maintenance of City signs, road markings, striping, and delineators; paints street lines and crosswalks; performs concrete sidewalk, curb, gutter, and ramp installation and repair; installs bricks and pavers; installs, maintains and repairs streetlights; installs shoring and trench plates; monitors underground service alert (USA's) and marks when necessary; sweeps streets and sidewalks; cleans storm drains and ditches; hydro flushes; repairs and installs sewer collection lines; vegetation management.
- Water: Performs skilled work in the installation, maintenance, and repair of the City's water distribution system; digs, shovels, hauls, loads and unloads materials, operates jackhammers, asphalt and concrete saws, pipe threaders, cement mixers, and other hand and power tools; inspects for and repairs leaks in meters and lines; inspects water reservoirs and monitor water system pressure; maintains and adjusts control valves manually and through SCADA systems; operates pipe and leak detecting equipment; notifies customers of problems or disruptions of water service; monitors underground service alert (USA's) and marks when necessary; checks pump stations and records flows; flushes water lines and flow tests hydrants; reads meters on an assigned route and records readings; re-reads meters as necessary

and investigates unusual readings and customer complaints; identifies and replaces faulty water meters when required.

- Buildings, Grounds and Parks: Performs skilled work in building and facility maintenance, including carpentry, plumbing, mechanical, electrical, and painting; performs general cleaning of buildings, facilities and grounds; repairs and installs electrical outlets, fixtures, switches, and wiring; performs interior and exterior painting and staining; stocks paper supplies and other supplies as needed; mows, edges, and weeds landscaped areas; plants trees, flowers, and shrubs; assists in the installation of new park areas; maintains and upgrades all City parks, pathways, and landscape areas; repairs and installs landscape irrigation systems; assists in the application of herbicides and pesticides; inspects facilities, grounds and park play equipment for conditions needing repair, and maintenance.
- Assists other Public Works maintenance staff when required; performs general concrete work, minor carpentry, tree trimming, and traffic control; operates trucks and other maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after-hours call-outs as assigned.
- Responds to difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with City management and staff, and the public
- Performs related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of: Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, lighting, traffic signs and markings, buildings, parks, grounds, sewer collection and water wells, and distribution facilities; operational characteristics of standard construction and maintenance tools and equipment; practice and procedure used in weed abatement; safety requirements for operation of trucks and other equipment; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to: Learn to perform and perform maintenance, repair, and installation of asphalt, signs, lighting, concrete, and storm drains; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after-hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Safely and effectively operate a variety of maintenance equipment, tools, and materials.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Maintenance Worker I.

A typical way of obtaining the required qualifications is to possess the equivalent of one year of work experience in construction, maintenance or landscape work, and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid Class C California driver's license by the date of hire.

Possession of, or ability to obtain a Water Treatment Grade I certificate and a Water Distribution Grade I certificate issued by the State of California within one year of the date of hire. Possession of a Class B California driver's license may be required for some positions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after-hours emergency call-outs and perform routine standby duties. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON-EXEMPT