



June 2019
FLSA: Non-Exempt

MAINTENANCE WORKER I/II

DEFINITION

Under direct (I) or general (II) supervision, performs a variety of work in the construction, repair, maintenance, and replacement of Town infrastructure including, streets, parks, buildings, and drainage facilities and systems; uses and operates a variety of tools and light to heavy equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision (Maintenance Worker I) or general supervision (Maintenance Worker II) from the Public Works Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level classification in the Maintenance Worker series. Initially under close supervision, incumbents learn Town infrastructure and use of tools and equipment. As experience is gained, assignments become more varied and complex and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance Worker 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.

Maintenance Worker II: This is the fully qualified journey-level classification in the Maintenance Worker series. Positions at this level are distinguished from the Maintenance Worker I 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 the Senior Maintenance Worker in that the latter is responsible for providing technical and functional direction to lower-level maintenance staff and performs the most complex duties assigned to the series.

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 after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right 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.

Positions at the Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs construction, maintenance, and repair activities of Town streets, roadways, curbs, sidewalks, and drainage infrastructure; maintains and repairs asphalt pavement, concrete, traffic and street signs, and pavement markings.

- Performs routine cleaning, inspection, and preventative maintenance work for Town buildings.
- Inspects, cleans, maintains, and repairs storm drains and catch basins.
- Trims and prunes bushes, trees, and shrubs and removes weeds to provide clearance of roadways, easements, sidewalks, and signs.
- Performs street sweeping and snow plowing duties and other cleaning activities on public sidewalks, streets, parking lots, roadways, parks, and Town Hall.
- Inspects and repairs park equipment, drinking fountains, public restrooms, benches, lighting, pathways, fences, and other park and landscape amenities; ensures that all aspects of equipment are functioning safely.
- Maintains Town parks, landscaping, medians, and right-of-way areas; Maintains, monitors, troubleshoots, and programs park irrigation systems; repairs sprinklers, booster pumps, water feature pumps, backflows, main lines, and valves.
- Waters, mows, weeds, renovates, and fertilizes lawns; plants, prunes, and cares for trees, shrubs, groundcovers, and flowers.
- Assists with repairing traffic signals and lighting.
- Inspects assigned Town 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 hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- 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, accidents, and special events to ensure safe conditions for the general public and Town staff; assists with clearing the roadway after a traffic accident.
- Responds to emergency issues that may cause a road hazard, including down trees or power lines, landslides, flooding, potholes, and traffic signal malfunctions.
- 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.
- Receives and responds to service calls and resident complaints; investigates resident issues and complaints; resolves or refers issues to supervisor.
- Responds to after-hours emergencies.
- Locates underground utilities as part of Underground Service Alert (USA) to inform contractors, agencies, and Town employees doing construction, excavation, or digging work.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, and systems similar to those in a municipal environment.
- Operational characteristics and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment used in public works operations.
- Occupational hazards and safety equipment and practices related to the work, including driving rules and practices, traffic control procedures and regulations, and confined space entry.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Basic mathematics.

- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform construction, modification, maintenance, and repair work of Town infrastructure including streets, parks, buildings, and drainage facilities and systems.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Follow department policies and procedures related to assigned duties.
- Make accurate arithmetic calculations.
- Safely and effectively use, operate, and maintain hand and power tools, vehicles, and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town infrastructure.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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

Maintenance Worker I: No previous work experience is required. Previous experience in the field of maintenance or construction is highly desirable.

Maintenance Worker II: One (1) year of experience in construction, maintenance, and/or repair of streets and roadways, traffic signs, and/or related facilities, systems, and appurtenances equivalent to that of a Maintenance Worker I with the Town or two (2) years of increasingly responsible experience in street or grounds maintenance or construction.

Licenses and Certifications:

Maintenance Worker I:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a valid California Class B Driver's License within six (6) months of appointment.

Maintenance Worker II:

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Town sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

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 members of the public under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.