



## Maintenance Worker I

## Maintenance Worker II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under supervision (Maintenance Worker I) or general supervision (Maintenance Worker II) of the Public Works Superintendent or Parks and Facilities Maintenance Superintendent, performs a variety of skilled, semi-skilled, and unskilled duties in support of the assigned Department's operations and services including those involved in constructing, repairing, installing, maintaining, landscaping, and cleaning City parks, buildings, streets, sidewalks, storm drains, water distribution, and wastewater collection systems; and operates maintenance and construction tools and equipment.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the departments and staffing levels.

### **IDENTIFYING CHARACTERISTICS**

#### **Maintenance Worker I**

This is the entry-level class in the maintenance worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties, being exposed to situations requiring exercising fewer independent decisions, and working under closer supervision. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Maintenance Workers. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses, certifications, and/or proficiencies, and is at the discretion of higher level supervisory or management staff.

#### **Maintenance Worker II**

This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the performance of the more complex construction, maintenance, and repair duties, operating the full range of equipment, greater independence with which the incumbent is expected to work, the increased exercise of judgment and initiative expected in the performance of duties, and providing training to less experienced Maintenance Workers. Employees 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level when experience and required licenses, certifications, and/or proficiencies are obtained, or when filled from the outside, require prior experience.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a variety of maintenance, repair, and construction work on various City facilities, structures, and systems including in the areas of City parks, buildings, streets, sidewalks, storm drains, water distribution, and wastewater collection systems; performs a variety of semi-skilled and heavy physical labor.
2. Operates construction and maintenance equipment and hand and power tools including dump truck, backhoe, street sweeper, trash truck/packer, pavement oiler, steam cleaner, water tap machine, sewer flushers and rodders, compressors, jackhammers, concrete mixer, lawn mowers, edgers and trimmers, pruner, chipper, chain and power saws, and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.
3. Conducts traffic control when working in traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
4. Transports equipment and material to work sites; loads and unloads equipment and materials.
5. Performs various duties involved in the installation, repair, and maintenance of streets; fills pot holes and repairs road edges with patch material; removes and replaces asphalt in areas damaged for system repair and areas of asphalt that are failing; raises manhole frames and brooks after asphalt overlay; removes roadway hazards.
6. Performs various duties involved in the installation, repair, and maintenance of sidewalks, curbs, and related systems; repairs or replaces cracked, raised, sunken, or otherwise damaged sidewalks, curbs and gutters; builds concrete forms and pours and finishes concrete.
7. Maintains, trims, prunes, and removes trees, brush, and weeds along City right-of-ways; removes broken branches and fallen trees from public streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks.
8. Performs various duties involved in the cleaning, repair, and maintenance of the City's wastewater collection system; cleans and maintains storm drains; installs new sewer service connections; constructs manholes; inspects and cleans sewage system including to operate camera equipment to view sewer system to locate leaks and blockages; locates, exposes, and repairs sewer services; unplugs blockages in main lines and service lines; participates in annual main line cleaning process.
9. Performs various duties involved in the installation, repair, and maintenance of the City's water distribution system; locates main lines and service lines for work to be done; installs, replaces, and repairs water main lines and service lines; installs new meters and regulators; replaces old meters; installs, repairs, and flushes fire hydrants.
10. Performs various duties involved in the cleaning, repair, and maintenance of the City's buildings and facilities including restrooms, bus station, and other City-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities.
11. Performs various grounds and landscape maintenance duties at City parks and landscaped areas; maintains ball fields; plants, waters, mows, edges, trims, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.

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12. Applies fertilizers, herbicides, insecticides, and vector controls in parks and along public right-of- ways; may supervise and train other City spray applicators; may prepare spray program recommendations.
13. Cleans debris and removes graffiti from park areas, parking lots, garages, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.
14. Installs, maintains, inspects, and repairs playground equipment and play areas.
15. Sets up rooms and facilities for various public events; performs tear-downs after events.
16. Removes and plows snow from City streets; spreads sand on icy streets.
17. Assists in stripping pavement and painting street legends, cross walks, stop bars, and curbs; repairs and replaces traffic and street signs as necessary.
18. May maintain swimming pools; operates, cleans, and maintains pumps and filters; maintains proper chemical balance.
19. May operate a mechanical, motor-driven street sweeper in the cleaning of City streets, curbs, and gutters; inspects and adjusts brooms; checks fuel and oil levels and performs basic equipment maintenance and repair; dumps loads and sweepings; maintains records of streets swept, hours worked, mileage on brooms and sweeping equipment, and unusual or hazardous conditions encountered.
20. May operate City garbage truck/packer; picks up roadside debris and curbside “green waste;” drives truck to landfill.
21. May order, purchase, and inventory pesticides, fertilizers, and other items as assigned.
22. Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary; closes roads for special events.
23. Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints.
24. Maintains cleanliness of assigned work areas and facilities; cleans public works yard, shop, and sheds; cleans and maintains assigned vehicles and equipment.
25. Maintains assigned records; prepares necessary reports including sewage spill reports.
26. Provides 24-hour emergency stand-by and weekend stand-by; responds to emergency and public calls as necessary including those after hours.
27. Utilizes proper safety precautions related to all work performed.
28. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Methods and techniques of general construction, maintenance, and repair related to the area of work assigned.

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2. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.
3. Proper procedures used in the maintenance and repair of hand and power tools.
4. Practices and procedures of traffic control.
5. Materials, methods, terminology, and tools used in the maintenance and repair of streets, storm drains, sidewalks, curbs, and related systems.
6. Materials, methods, terminology, and tools used in the maintenance and repair of water distribution and wastewater collection systems.
7. Materials, methods, terminology, and tools used in the building maintenance and repair.
8. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals.
9. Tree care, pruning, and removal principles and practices.
10. Methods and techniques of irrigation systems installation and maintenance.
11. Principles and practices of record keeping.
12. Occupational hazards and standard safety practices.

**Ability to:**

1. Perform a variety of maintenance, construction, and repair work in the area of work assigned.
2. Ensure safety around work areas in high traffic.
3. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
4. Maintain and repair a variety of tools and equipment. Read maps, blue prints, and diagrams.
5. Ensure adherence to safe work practices and procedures.
6. Work independently in the absence of supervision.
7. Maintain records including time and material use records.
8. Safely drive and skillfully operate power equipment and hand tools involved in parks, buildings, streets, sidewalks, storm drain, water distribution, and wastewater collection systems maintenance, repair, and construction.
9. Understand and carry out oral and written instructions.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Maintenance Worker I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years experience in the repair and maintenance of mechanical and electrical equipment such as pumps, motors, valves, and engines.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

### **Maintenance Worker II**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of general maintenance, repair, and construction experience comparable to a Maintenance Worker I with the City of Placerville.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Some assignments require possession of a Class B driver's license.

Some assignments require possession of a Qualified Applicator Certificate

Some assignments require possession of a Swimming Pool Operator Certificate.

Some assignments require possession of a Grade 2 Water Distribution Operator Certificate.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

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**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

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*Johnson & Associates*