

MAINTENANCE WORKER I

DEFINITION

Under direct supervision, performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure, including streets, sidewalks, curbs and gutters, traffic and street sign installation, repair, and reflectivity, pavement markings, stormwater and drainage systems, and facilities and buildings; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Supervisor. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the maintenance worker 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.

EXAMPLES OF ESSENTIAL 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.

- Performs construction, maintenance, and repair activities of City streets, right of ways, sidewalks, curbs and gutters, traffic and street sign installation, repair, and reflectivity, pavement markings, stormwater and drainage systems, and buildings and facilities, to ensure safe and efficient access for the public.
- Participates in asphalt maintenance and repairs, including demolition and preparation of areas to be resurfaced, applying, raking, compacting, and paving appropriate materials to the surface, and cleaning up work areas; repairs and patches pot holes as needed.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Provides fabrication, installation, maintenance, and repair of traffic signs, including making signs and installing sign posts and signs in accordance with Federal, State, and City codes; troubleshoots traffic signal and street light maintenance problems.
- Performs graffiti abatement duties, including locating, documenting, and cleaning graffiti and notifying appropriate City staff as needed.
- Maintains and repairs City facilities, equipment, and buildings by performing basic carpentry, electrical, painting, plumbing, and mechanical repair work.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting and cleaning stormwater conveyance systems, removing/abating weeds and other

invasive vegetation, and removing sediments, debris, and trash from channels; records location and amount of debris removed.

- 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 and hand and power tools related to the construction, maintenance, and repair of infrastructure, buildings, and related facilities.
- 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.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Assists other maintenance workers, including wastewater maintenance workers, as needed.
- Assists in the set-up and removal of equipment and facilities needed for special events.
- 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.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- 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 or radio, and in writing.
- 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:

Equivalent to the completion of the twelfth (12th) grade. One (1) year of experience in construction, maintenance, and/or repair of streets and roadways, stormwater and drainage, traffic signs, buildings, and/or related facilities, systems, and appurtenances is desirable.

Licenses and Certifications:

- 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 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 Town 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 50 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 upset 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.