

## **MAINTENANCE WORKER II**

### **DEFINITION**

Under general 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 general supervision from the Public Works Supervisor. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the full journey-level class in the maintenance worker 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 more independently, and exercising a higher level of 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 Public Works Supervisor in that the latter is a full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in all public works maintenance operations.

### **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 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.
- Develops traffic safety control plans, including installation of street barricades and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- 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.
- 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.
- 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:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing City infrastructure, including streets, sidewalks, curbs and gutters, traffic and street sign installation, repair, and reflectivity, pavement markings, wastewater systems, stormwater and drainage systems, and facilities and buildings.
- 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, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- 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 construction, modification, maintenance and repair work on City infrastructure, including streets, sidewalks, curbs and gutters, traffic and street sign installation, repair, and reflectivity, pavement markings, wastewater systems, stormwater and drainage systems, and facilities and buildings.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- 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.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- 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.
- 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.
- 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:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years 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, or two (2) years of experience equivalent to Maintenance Worker I at the City of Sausalito.

**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.