



MAINTENANCE TECHNICIAN SERIES – TECHNICIAN I/II/III

FLSA Status: Non-Exempt

Adopted: March 2000

Revised: September 2006, December 2008, December 2009, February 2011, October 2011, November 2012, November 2013, October 2016

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.

GENERAL DEFINITION

To perform or assist in a variety of skilled, semi-skilled and manual tasks in landscaping, building maintenance and the cleaning, maintenance and repair of streets, parks, drainage systems and related public works; operate power-driven equipment; and may act as a lead person on maintenance or repair jobs. Incumbents are normally expected to solve most work problems independently and to make recommendations to supervisory personnel regarding those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

Maintenance Technician I: This is the entry-level class in the Maintenance Technician series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned and in assisting higher-level staff in performing the more complex and difficult tasks. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under the immediate supervision of a Public Works Supervisor or Maintenance Technician II or III while learning job tasks.

Maintenance Technician II: This is a journeyman level class in the Maintenance Technician series. The classification of the Maintenance II position is distinguished from the Maintenance Technician I position by the assignment of the full range of duties. 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 within Public Work Department, receives general supervision from a Public Works Supervisor or Maintenance Technician III, exercises technical supervision over less experienced Maintenance Technicians and Laborers. The Maintenance II position is typically filled by advancement from the entry level Maintenance I Position.

Maintenance Technician III: This is the advanced journeyman level class within the Maintenance Technician series. This class is distinguished from the Maintenance Technician II by the assignment of the full range of duties and the application of specialized knowledge in the more complex and advanced maintenance work of the Department. This position provides direction to a small crew of Maintenance Workers. Receives general supervision from a Public Works Supervisor. Upon request, may be required to attend County-wide meetings on topics such as Integrated Pest Management, Public Works Supervisors and Trash Capture. May order supplies, manage inventory, schedule work and assist in budget development and exercises technical supervision over Maintenance Technician I/II positions.

TYPICAL DUTIES AND RESPONSIBILITIES FOR MAINTENANCE TECHNICIAN I, II AND III

Duties may include, but are not limited to:

- Load, unload and transport parts, materials and equipment
- Operate small hand and power tools
- Operate a variety of air tools
- Operate spray units
- Operate power driven street equipment
- Operate vehicles and equipment including bucket trucks and pick-up trucks
- May occasionally operate heavy equipment
- Clean and maintain tools and mechanical equipment
- Pick up litter, trash and leaves
- Perform minor plumbing, electrical and carpentry work
- Respond to emergency calls at anytime
- Repair vandalism
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

Building:

- Perform minor maintenance on HVAC units
- Install/repair or replace light fixtures, ballasts, switches and outlets
- Repair minor roof leaks
- Perform minor building repairs and alterations
- Perform painting duties: sand, caulk, prime and paint
- Troubleshoot, service and perform repairs on residential decorative street lights, parking lot lights, park lights and area lighting
- Assume custodian's duties
- Conduct routine maintenance and safety facility inspections quarterly

Field Utilities:

Perform trenching duties: trenching, backfill and restoration of concrete or paved surfaces when required

- Inspect and clean storm drain lines
- Inspect and clean catch basins
- Load, transport, and unload pipe, gravel, dirt, asphalt, and other materials and equipment
- Minor concrete repairs; sidewalks, gutters and other miscellaneous repairs
- Perform Underground Service Alert locating for Town utilities

Parks:

- Perform inspection of turf, irrigation systems and tree maintenance
- Install new landscape and street trees
- Plant, water and fertilize nursery stock; perform routine maintenance
- Clean walks, parking lots and public fountains
- Assist certified operators with pest control and equipment maintenance
- Assist with carpentry, plumbing, metal work and painting
- Identify and classify a variety of pesticides and weeds
- Knowledge in making irrigation repairs
- Select, formulate and execute spray plans for pesticides and herbicides that will control or eradicate
- Mix sprays according to labels
- Trim trees, shrubs and plants
- Prune, fertilize and irrigate
- Complete tree and stump removal, mowing, edging and watering

Streets:

- Perform pick and shovel work and digging, widening and backfilling of trenches and other excavation
- Apply asphalt, concrete and premixed materials to streets and other roadways
- Remove and replace traffic safety materials, such as reflectors
- Maintain painted curbs and installation and repair of street signs
- Clean drainage ditches and creeks
- Perform mechanical weed abatement
- Prepare surfaces for street painting, sign and concrete installations
- Prepare grade, forms, pours and finishes concrete for minor repairs

QUALIFICATIONS**Maintenance Technician I****Knowledge of:**

- Principles and practices of customer service
- Use and purpose of general construction and maintenance tools and equipment
- Basic construction and maintenance methods and terminology of trade
- Principles and practices of work safety
- Understanding basic safety principals in setting up a safe zone within the Town streets and roads

Ability to:

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures from supervisors
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Perform a wide variety of semi-skilled and unskilled tasks in the construction, maintenance and repair of Town public works
- Operate trucks and a variety of power driven equipment
- Perform heavy manual labor

Education and Experience

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:

- Education: High School Graduate or equivalent
- Experience: One year of experience in construction and maintenance work; public works experience is desirable

Licenses and/or Certificates

Must possess and maintain a valid California Driver's License

Maintenance Technician II

In addition to the qualifications for the Maintenance Technician I:

Knowledge of:

- General construction and maintenance materials, procedures, and equipment with particular reference to street, water, sewer, parks and building operations
- Operation of heavy power-driven equipment, including, but not limited to, trucks, loaders and various equipment used for street maintenance and repair
- Tools used in street, water, sewer, parks and building construction and maintenance
- Safe work practices
- Setting up proper traffic control and creating safe zones for construction projects and the public

Ability to:

- Perform skilled or semi-skilled maintenance tasks in construction and maintenance within the public right of ways and Town-owned facilities

Education and Experience

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 is:

- Experience: Two years of experience in general public works construction, maintenance and repair work, including the operation of some power-driven equipment

Licenses and/or Certificates

- Possession of a Certified Applicators Certificate from State of California Department of Pesticide Regulation, if requested

Maintenance Technician III

In addition to the qualifications for the Maintenance Technician II:

Knowledge of:

- Management/supervising staff in daily and weekly routines and assignments
- Departmental and program budget development and monitoring
- Inventory control, purchasing and processing vendors invoices

Ability to:

- Perform minor to complex skilled maintenance tasks in construction, maintenance and repair of public right of ways and Town facilities.
- Establish traffic safety zone in compliance to CalTrans specifications.

Education and Experience

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 is:

- Experience: Five years of experience in general public works construction, maintenance, and repair work, including the operation of a wide range of related power-driven equipment

OR

Three years of experience as a Maintenance Technician in the Town of Colma (any combination of Maintenance Technician I or II)

Licenses and/or Certificates

- Possession of a Certified Applicators Certificate from State of California Department of Pesticide Regulation
- May be required to possess or obtain Certificate from American Water Works Association for testing and certifying back flow assemblies
- May be required to possess or obtain Class B drivers license

SPECIAL REQUIREMENTS for Maintenance Technicians I, II & III

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Ability to work effectively with co-workers, the public and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

PHYSICAL AND SENSORY REQUIREMENTS for Maintenance Technicians I, II & III

- Must be physically capable of sustained lifting of up to 50 lbs, standing, crouching, climbing and walking
- Physical strength/agility sufficient to perform a wide variety of frequent physical tasks including moving equipment/ furniture, operating equipment, lifting, stooping and bending
- Required to wear personal protective equipment (PPE) appropriate for job assignments
- Must comply with respiratory program and Cal OSHA standards
- Speak, read and understand sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.