

**City of San Rafael
Job Class Specification**

Job Title: Street Maintenance Worker I/II

SUMMARY

Under general supervision, performs a variety of manual and semiskilled tasks involving the construction, repair, maintenance, and cleaning of streets, sidewalks, other concrete structures, storm drainage and related Public Works facilities. Operates light power driven, hand held, and “walk-behind” equipment. Job assignments are rotated annually between painting, signs, asphalt, potholes, sidewalk repair and storm pump maintenance.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I is the entry level to the classification series. Initially under close supervision, incumbents perform the least skilled and most repetitive tasks, while learning to use and apply the methods, materials, tools and equipment involved.

Maintenance Worker II is the full working level of the series. At this level, incumbents perform more skilled tasks, work with greater independence, and perform more light equipment operation. Incumbents in these classifications may work alone or in pairs without direct site supervision. These classifications are distinguished from the Senior Maintenance Workers, which have lead responsibility, perform the more technical work, and operate medium to heavy duty equipment. Equipment operated by the II excludes (except in a training capacity) the vector and power rodder (may assist Seniors on these), backhoes, loaders driven by tractors over 100 horsepower, trucks over 3 tons in capacity, and any equipment requiring a Class B license.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Performs manual and semiskilled work in street excavation and repair, asphalt laying, cold tar patching, concrete work, weed control spraying, street painting, street signing, and flushing, clearing and maintaining sewer and storm drainage pipelines, culverts, and pumping stations.
- Uses shovels, rakes, other hand tools, jackhammers, asphalt saws, tampers, packers, dump trucks, rollers and spray equipment in the excavation, building up, patching and surfacing of streets.
- Performs or assists in finished concrete work by excavating and clearing areas, constructing forms, trucking and pouring concrete. Performs or assists with concrete leveling, floating, and finishing.
- Removes debris and assists in cleaning and clearing of sewer lines, catch basins, canals, pipelines, and pumping stations.
- Assists in maintenance, repair, or replacement of pumps, motors, valves, gates, and pipelines.
- Prepares, and installs traffic signs and related posts per specifications.
- Places traffic barriers and warnings signs and directs traffic.
- Performs street painting and striping per specifications, using a variety of materials and related equipment.
- Assists in emergency repairs of Public Works facilities.
- Completes daily time activity reports.
- May be assigned to operate heavy motorized street sweeping equipment to clean residential and commercial streets of trash and other accumulations.
- Performs related duties as required.

Knowledge of:

Level I:

- Basic use of hand and routine power tools.

Level II:

- Techniques and materials use in the maintenance, repair, construction and improvement of asphalt and concrete surfaces and structures; Operation and operator maintenance of a wide variety of hand and power tools and light equipment;
- Safe working practices.

Ability to:

Level I:

- Understand and follow oral and written instructions. Operate and maintain basic hand and power tools. Learn the skills necessary for Level II.

Level II:

- Operate and maintain a wide variety of hand and power tools and light equipment.
- Build forms and pour and finish concrete.
- Spread, patch, and roll asphalt.
- Assist in mechanical and hydraulic repairs of pumps, gates, valves, pipelines and related equipment.
- Keep records of materials and equipment used, hours spent, location of work etc.
- Read and understand basic diagrams.
- Wear a dust mask when operating a leaf vacuum.
- Perform sustained strenuous manual labor
- Wear a respirator in confined space work and for weed spraying.

EDUCATION and/or EXPERIENCE:

A typical way of gaining the knowledge, skill and abilities outlined above is as follows:

Level I:

Equivalent to graduation from High School to provide necessary reading and communication skills; prior experience in the operation of power driven equipment or previous maintenance experience is desirable but not required.

Level II:

Equivalent to graduation from High School. Two years of increasingly responsible experience in the maintenance and construction of Public Works facilities, equivalent to the Maintenance Work I Classification with the City of San Rafael.

OTHER REQUIREMENTS:

Street Maintenance Worker I- Valid California Driver's License and must obtain a Class B license prior to passing probation

Street Maintenance Worker II- Effective July 1, 2010, employees hired or promoted into the II position are required to obtain a Class B license prior to pass probationary period, and participate in the DOT Program.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

FLSA Status: Nonexempt
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Approved By: City of San Rafael and SEIU
Approved Date: October 2001
Revised Date: May 2010