

MAINTENANCE WORKER I
MAINTENANCE WORKER II

DEFINITION

To perform maintenance functions in an assigned division of the Public Works Department, including streets, parks, cemeteries or water distribution systems; to operate, maintain, and repair assigned City facilities; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I - This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker II - This is the journey level class in the Maintenance Worker series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I

Receives immediate supervision from a Public Works Supervisor.

Maintenance Worker II

Receives general supervision from a Public Works Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Operate a variety of construction vehicles and equipment, including backhoes, dump trucks, and hand and power tools.

Clean, maintain, and perform minor repairs to assigned tools and equipment.

Pick up and dispose of litter, debris, brush and waste materials.

Accurately maintain daily work logs.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

When assigned to Cemetery:

Inspect, maintain and repair cemeteries; set markers; clean drains; clear walks and roadways; maintain cemetery grounds.

Clean, sweep and rake leaves; trim trees and bushes spray weeds.

Prepare and mount head stones; straighten, reinforce and repair as needed; use backhoe to dig graves; install grave liners; close graves after burial; tamp and level gravesite; plant flowers.

May perform special construction and installations projects such as building sheds and cabinets, constructing signs, pouring concrete pads and painting.

When assigned to Parks:

Perform turf maintenance, including mowing and edging lawns and pulling weeds.

Repair and maintain irrigation systems.

Plant and trim trees and shrubs; apply fertilizers and assist with identification of pests and diseases.

Perform minor building repairs; clean and maintain restrooms; maintain and repair drinking fountains.

Clear and maintain paths, trails and walkways.

May construct or repair playground equipment and facilities.

Set up for various special events; tear down and clean at end of event.

When assigned to Streets:

Perform maintenance and repair of City streets, including asphalt and concrete work.

Install and replace street signs; paint curbs and legends.

Remove downed trees or other hazardous debris from streets and sidewalks.

Set up appropriate traffic control at work sites; assist other City departments with traffic control as needed.

Maintain and clear storm drains and gutters.

May operate street sweeper as assigned.

When assigned to Water:

Install, repair and replace underground water mains and service laterals; repair water leaks; flush water lines.

Install, clean, test, repair and replace water meters and meter boxes.

Maintain and troubleshoot pumping stations; perform preventative maintenance on associated equipment including pumps, motors, valves, and hydrants.

Perform minor electrical work.

Mark and locate underground utilities.

Check tank and well levels; check pressures; may take water samples.

MINIMUM QUALIFICATIONS

Maintenance Worker I

Knowledge of:

Tools and equipment used in general construction work.

Safe construction work practices, including appropriate traffic control measures.

Ability to:

Perform heavy manual labor in the maintenance and repair of assigned City facilities.

On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

On a continuous basis, work outside in different types of weather while exposed to heavy traffic, noise, dust, fumes, vibrations, airborne particles, noxious odors, grease oil, cleaning chemicals, paint, glues, solvents and spills. Intermittently, sit while driving a piece of equipment; stand and walk over rough, uneven or rocky surfaces while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform duties in cramped areas such as trenches, vaults, and manholes; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Safely operate tools and equipment used in maintenance and construction work.

Read and understand work orders, diagrams and maps.

Use sound judgment in recognizing scope of authority.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Some construction or manual labor experience is desirable

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

When assigned to Water, possession of, or ability to obtain, a Water Distribution Operator Grade 1 certificate from the State Water Resources Control Board within twelve months of appointment.

Maintenance Worker II

In addition to the qualifications for the Maintenance Worker I:

Knowledge of:

Departmental policies and procedures relative to assigned area of responsibility.

Pertinent local, state and federal laws, codes, ordinances and regulations applicable to area of assignment.

Basic arithmetic skills to calculate volumes, areas, lengths, percentages and conversions as required by area of assignment.

Ability to:

Train and direct less experienced maintenance staff.

Operate specialized tools and equipment used in assigned area.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Maintenance Worker I with the City of Sonoma.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a Water Distribution Operator Grade 2 certificate from the State Water Resources Control Board.