



Established JULY 2016  
Revised June 2017  
FLSA: NON-EXEMPT

## MAINTENANCE WORKER I/II

### **DEFINITION**

Under immediate (I) or general (II) supervision, performs a variety of semi-skilled and skilled work in the construction, modification, maintenance, and repair of City infrastructure, including streets, sidewalks, curbs and gutters, parks and landscaped areas, trees, and community facilities; 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 immediate (I) or general (II) supervision from assigned supervisory or management staff.

### **CLASS CHARACTERISTICS**

#### **Maintenance Worker I**

This is the entry-level class in the Maintenance Worker series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, grounds, parks, facilities, use of tools and equipment, and a wide variety of practices and procedures. 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. As experience is gained, assignments become more varied and are performed with greater independence.

#### **Maintenance Worker II**

This is the journey-level class in the Maintenance Worker series responsible for performing the full range of duties required to ensure that City infrastructure, grounds, parks, 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 areas. Positions at this level are distinguished from the level I by the performance of the full range of duties as assigned, working independently and exercising 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 Senior Maintenance Worker in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and performs the most complex duties assigned to the series.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level; progression to the II level is subject to management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the II level, and (ii) acquiring the knowledge, skill, and experience necessary to meet the minimum qualifications for the II level of the series.

### **EXAMPLES OF TYPICAL JOB 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.

Positions assigned to the entry (I) level of the series may perform some tasks in a learning capacity.

#### **When performing all assignments:**

- Inspects assigned City area for safety issues and possible future work projects, and appropriately marks areas that need to be repaired.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of parks and grounds, streets, trees, or facilities, including but not limited to dump trucks, ladder trucks, lawn mowers, backhoes, jack hammers, edgers, hedge trimmers, concrete saws, and chain saws.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- 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.
- Installs street barricades and cones and controls traffic around work sites, street closures, and special events to ensure safe conditions for the general public and City workers.
- Interacts with and provides information for public and City workers.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Estimates quantities needed and recommends selection of materials, replacements, etc. for respective areas.
- Responds to after-hours emergencies.
- May be temporarily assigned, on a daily basis, to other areas within the Maintenance Division.
- Performs other duties as assigned.

#### **When performing the Parks Maintenance Assignment:**

- Performs maintenance, repair, and construction activities of City grounds and related facilities to ensure safe and efficient access for the public, including parks, and sports fields.
- Performs grounds and turf maintenance duties, including watering, mowing, weeding, grooming, trimming, fertilizing, cleaning, and trash pick-up.
- Performs skilled and specialized work such as lawn and ball diamond renovation, and lake and pump maintenance.
- Maintains fountains and ponds through cleaning and minor repairs.
- Identifies plant pests and/or diseases and implements appropriate treatment plan.
- Performs shrub and flower bed maintenance, including planting, weeding, watering, spading, fertilizing, and maintaining landscaped areas such as bushes, trees, flowers, and shrubs.
- Trims and prunes bushes, trees, and shrubs to provide clearance of sidewalks and signs.
- Irrigates lawns and other planted areas using manual and automatic irrigation devices. Performs a variety of duties in the maintenance and repair of the irrigation system; changes and adjust heads; maintains controllers; participates in performing irrigation system installation and maintenance projects.

- Rakes leaves and clears debris from walkways, fields, and other facilities.

**When performing the Streets Maintenance Assignment:**

- Performs construction, maintenance, and repair activities of City streets and roadways to ensure safe and efficient access for the public, including alleys, sidewalks, curbs and gutters, storm drains, roadway base and sub-base, guard rails, asphalt pavement, crack seal application, concrete repair, traffic and street sign installation, repair, and reflectivity, and pavement markings.
- Cleans and maintains the storm drainage system.
- Digs trenches, places shoring, breaks up surfaces to be worked on, and clears area of brush or other related obstacles.
- Installs, maintains, and repairs traffic signs, including making signs and installing sign posts and signs in accordance with Federal, State, and City codes.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Performs legend painting and striping of City streets and parking lots using appropriate materials.

**When performing the Trees Maintenance Assignment:**

- Performs the maintenance and design of City trees through trimming, pruning, planting and/or tree removal.
- Performs tree trimming and removal services, including pruning branches, grinding tree stumps to ground level, and removing trees safely and efficiently.
- Identifies tree pests and/or diseases and implements appropriate treatment plan.
- Operates and maintains a variety of specialized equipment in the maintenance of City trees, including chippers, stump grinders, chain saws, and aerial lifts.

**When performing the Community Services Maintenance Assignment:**

- Performs preventative care, maintenance, and repair of City grounds and facilities to ensure safe and efficient access for the public, including community services buildings, tennis courts, parks, and swimming pools.
- Performs tennis court maintenance duties, including replacing broken nets, lights and ballasts, self-closures, shade screens, and cylindrical locks and cores; patching tennis court surfaces to repair cracks and holes; cleaning and leaf-blowing, removing graffiti, and power washing.
- Performs swimming pool maintenance duties, including chemical logging; fixing heaters and motors, pumps, chemical injectors, and repairing deck surfaces; re-plastering and repairing leaks, cracks, and rusting.
- Operates and maintains aquatic equipment including hydro-flushing sewers and domestic water drains, back-washing, ensuring chemicals are balanced, and performing weekly, monthly, bi-annual, and annual preventative maintenance inspections.
- Supports special events by performing set-up and break down, maintaining event equipment, directing event staff and vendors, coordinating street closures and public notification of closed roads, and providing direction and assistance to the Public.
- Performs basic building maintenance on community services buildings, including painting, furniture assembly, electrical repair, tile repair, plumbing, and pest control.

## **QUALIFICATIONS**

Some knowledge, skills and abilities may be performed by positions at the entry (I) level in a learning capacity:

### **Knowledge of**

#### **When performing all assignments:**

- Principles, practices, tools, and materials as they relate to the various areas of public works and community services, including landscape maintenance and grounds keeping; street upkeep and maintenance; tree trimming, maintenance, and removal; and pool and community facility maintenance.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy equipment.
- Basic mathematics.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### **When performing the Parks or Trees Maintenance Assignment:**

- Types of plant/tree diseases and insect pests.
- Principles and practices of preventing, treating, and eradicating plant diseases and pests; the use and application of insecticides and fungicides.
- Various types of plants, shrubs, and trees.
- Landscape plans, ground soil cultivation and preparation.

#### **When performing the Streets Maintenance Assignment:**

- Principles, practices, tools, and materials for maintaining and repairing streets and roadways, including alleys, sidewalks, curbs and gutters, asphalt pavement, crack seal application, concrete repair, as well as stormwater and drainage systems, including concrete and open channels, drains, detention basins, drop inlets, and related facilities, systems, and appurtenances.
- Traffic control procedures and traffic sign regulations.

#### **When performing the Community Services Maintenance Assignment:**

- Principles and practices of low voltage systems, swimming pools, and sanitation systems.

### **Ability to**

#### **When performing all assignments:**

- Perform construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- 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.
- Cooperatively and effectively work with other crewmembers in a team environment.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**When performing the Parks or Trees Maintenance Assignment:**

- Identify various types of plants, trees, and shrubs.
- Recognize and eradicate common plant/tree diseases and insect pests.

**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:

- Maintenance Worker I/II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade
- Maintenance Worker I: One (1) year of experience in performing maintenance work in assigned area.
- Maintenance Worker II: Two (2) years of increasingly responsible experience in performing maintenance work in assigned area.

**LICENSES AND CERTIFICATIONS**

**Maintenance Worker I/II**

- Possession of a valid California Class C driver's license by time of appointment.
- Possession of, or ability to obtain, a valid Class B license within six (6) months of employment with appropriate endorsements if assigned to Streets or Trees.

**Maintenance Worker II**

- Possession of a Certified Tree worker's Certificate required if assigned to Trees.
- Possession of O.S.H.A. forklift and welding certification if assigned to Streets.
- Possession of, or ability to obtain, a Qualified Pesticide Applicator Certificate "B" or "C" issued by the California Department of Pesticide Regulation within twelve (12) months of employment if assigned to Parks.
- Possession of a Certified Pool Operator (CPO) Certificate required if assigned to Community Services.
- Possession of a Hydraulics/Pool Heater Mechanic Certificate required if assigned to Community Services.
- Possession of an Electric Certificate required if assigned to Community Services.

**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 and/or trees, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City 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 80 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/or holidays.