

PUBLIC WORKS MAINTENANCE WORKER

Definition

Under general supervision, performs a variety of semiskilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including street, parks and landscaped areas, buildings and water and wastewater systems; and performs related work as required.

Class Characteristics

This class performs a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. While incumbents may have developed skills in one or more areas of activity, all are expected to learn and be able to perform basic maintenance and repair in all areas of assignment. Progression through the levels of the class series is dependent upon the employees obtaining licenses and certifications as detailed below, although all assignments may be performed regardless of class level.

Examples of Duties (Illustrative Only)

When performing the street maintenance assignment:

- Excavates and prepares potholes, low spots and excavations related to water and wastewater line repair for patching on streets and alleys.
- Loads cold and hot mix, asphalt and patching oil; applies and finishes as required.
- Uses an airless paint sprayer, mixes, thins and applies paint and stripes streets, crosswalks and stop sign bars.
- Removes concrete, builds forms and repairs sidewalks and gutters that have been damaged and are trip hazards or need repair after water or wastewater line work; performs other concrete work around City buildings as required.
- Cleans storm drains, sidewalks, stop signs and other appurtenances using a variety of hand and power tools and equipment.
- Operates a street sweeper on a regularly assigned schedule.

When performing the parks maintenance/landscaping assignment:

- Inspects and performs minor maintenance on landscape equipment and tools.
- Mows and rakes grass areas; edges grass areas and removes weeds from landscaped and grass areas.
- Prunes hedges and trees in parks and street areas; removes trees as required.
- Maintains playground equipment in a safe operating condition.
- If appropriately certified, applies herbicides and pesticides as required.
- Empties trash containers and removes trash from parks, landscaped areas and other City properties.

When performing the building maintenance assignment:

- Maintains public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.

- Performs basic remodeling to City facilities; paints the inside and outside of all City buildings.
- Repairs and replaces plumbing fixtures as required.
- Performs minor maintenance on facilities such as replacing light bulbs and air filters; reports the need for major repair or maintenance.

When performing the water production, treatment and distribution assignment:

- Turns water service on and off based upon customer requests or when payment for water service is delinquent.
- Reads water meters on a scheduled basis and records readings on an automated system for billing purposes.
- Taps lines to install new services; repairs water distribution or service lines, hydrants and meters.
- If appropriately certified, repairs and tests backflow prevention devices.
- Following an established schedule, monitors water wells, checks chlorine devices, takes a variety of pressure and flow readings and makes standard physical and chemical tests of potable water.
- Performs minor maintenance on pumps and equipment as required

When performing the wastewater collection, treatment and disposal assignment:

- Following an established schedule, monitors lift stations, and performs minor on pumps and equipment as required.
- Monitors the wastewater treatment plant; cleans and performs minor maintenance on plant equipment; takes a variety of chemical, effluent and flow readings and makes standard physical and chemical tests of wastewater at specified process steps.
- Repairs wastewater collection lines and related appurtenances.
- Maintains wastewater disposal spray fields, using various heavy equipment and moving sprinkler lines as required.

When performing all assignments:

- Directs the work of an assigned crew on a project basis; assists with the training and direction of new or temporary staff.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools and equipment; assists the Mechanic in performing repairs to various rolling stock.
- Maintains logs and records of work performed and materials and equipment used.

Qualifications

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City.
- The operation and minor maintenance of a variety of vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices.

Skill in:

- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City.
- Using and maintaining the tools and equipment of the work skillfully and safely.
- Learning to operate and maintain a variety of water production, treatment and distribution facilities and wastewater collection, treatment and disposal facilities.
- Learning to perform standardized physical and chemical on water and wastewater samples.
- Making accurate arithmetic calculations.
- Maintaining accurate logs and records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and construction and maintenance experience sufficient to provide the knowledge and skills required. Normally, this would be at least one year of experience for the I level, with an additional year of experience and possession of the certifications outlined below for each of the higher levels.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's carrier.

Must obtain a Water Distribution II Certificate and a Wastewater I Certificate within twenty-four (24) months of employment date.

Working Conditions:

Must be available for regular standby assignments, work emergency overtime as required and respond to emergencies in a time period as specified by the Personnel Rules. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.