

## **PUBLIC WORKS MAINTENANCE WORKER**

### **DEFINITION**

Performs a variety of semiskilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and wastewater collection sewers, facilities and appurtenances; performs other related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

This class receives general supervision from a Public Works Maintenance Supervisor, or, on a project basis, from a Public Works Senior Maintenance Worker. No direct supervision is provided, however, direction and work instruction and/or review may be provided to part-time or volunteer staff on a project basis.

### **CLASS CHARACTERISTICS**

Public Works Maintenance Worker is an experienced class, capable of performing 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 possess craft-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Public Works Senior Maintenance Worker in that the latter performs the more skilled maintenance and/or equipment operation work and acts as a Public Works Supervisor on a relief or as-needed basis.

### **EXAMPLES OF DUTIES** (Illustrative Only)

When performing the street/parks maintenance assignment:

- Excavates and prepares potholes and excavations related to wear or repair for patching on streets.
- Loads cold and hot mix, asphalt and patching oil; applies and finishes as required.
- Using an airless paint sprayer, mixes, thins and applies paint and stripes streets, crosswalks and stop sign bars; replaces reflective pavement markers and street signs.
- Plants, waters, fertilizes and removes annual and perennial plantings and maintains landscaped areas in an attractive condition.
- Mows and rakes grass areas; edges grass areas and removes weeds from landscaped and grass areas.
- Prunes hedges, shrubs and trees in parks and street areas; removes trees as required.
- Installs and repairs irrigation systems.
- Grooms playfields and 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 storm drain and wastewater collection system assignments:

- Operates a street sweeper on a regularly assigned schedule.
- Cleans storm drains, sidewalks and other appurtenances using a variety of hand and power tools and equipment.
- 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.
- Maintains, repairs and flushes underground and storm and wastewater collection systems, using large hydro-vactor equipment.
- Determines the location of underground lines and marks them accordingly.

When performing all assignments:

- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Performs a variety of semi-skilled maintenance and repair work on all City infrastructure as the City requires; performs basic remodeling to City facilities; paints the inside and outside of City buildings; removes graffiti and repairs vandalism.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition.
- Repairs and replaces plumbing fixtures; inspects and performs routine maintenance on HVAQ equipment.
- Operates a variety of vehicles and construction equipment.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains basic logs and records of work performed and materials and equipment used.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- May direct the work of an assigned crew on a project basis; assists with the instruction and direction of new or temporary staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment found in the City.
- The operation and minor maintenance of a variety of hand and power tools, 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.

- Basic traffic control procedures.

**Skill in:**

- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment found in the City.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written 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 one year of unskilled or semi-skilled construction, maintenance and/or repair experience in a variety of craft areas similar to those required for the maintenance and repair of City infrastructure.

**License:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Specified positions require possession of a class B driver's license prior to completion of the probationary period.

**Working Conditions:**

Works inside and outside. . Must be available for regular standby assignments and work off-hours shifts and emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure traffic and potentially hazardous chemicals and conditions. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.

**Physical Demands:**

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, climb ladders drive a motor vehicle, and heavy construction equipment and lift and move materials and equipment (weighing up to 90 pounds) and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.