



Position Description

PARKS MAINTENANCE TECHNICIAN I/II **(Utility Technician I/II, Tree Technician I/II)**

DEFINITION

Under the direct supervision of the Field Supervisor, performs semi-skilled, skilled and administrative work within Parks Division of the Community Services Department in areas such as general carpentry, electrical or plumbing repair, irrigation system installation, tree trimming, tree removal, root removal, the planting and care of new trees, and the care and maintenance of all related equipment.

SUPERVISION RECEIVED

Works under the direct supervision of a Field Supervisor. Depending upon assignment, may receive general direction from the Lead Maintenance Worker.

SUPERVISION EXERCISED

Maintenance Technician I - Generally none.

Maintenance Technician II - Exercises technical and functional supervision over permanent or part time Parks Maintenance Worker I/II.

DISTINGUISHING CHARACTERISTICS

Maintenance Technician I - This is a journey level class within the Maintenance Technician series. Incumbents 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 Parks Division. This position is distinguished from the Parks Maintenance Technician II position in that the latter provides lead supervision over assigned personnel and is required to possess a Backflow Tester Certification or Tree Worker and Utility Line Clearance Certification.

Under the flexible staffing concept, positions assigned to the Maintenance Technician I class may reasonably expect to progress to the II level with training, experience, and continued demonstration of satisfactory job performance

Maintenance Technician II - This is the advanced journey level class within the Maintenance Technician series. Incumbents at this level are distinguished from other

classes within this series by the level of responsibility assumed and the complexity of duties assigned. Incumbents at this level typically perform the more difficult and complex types of duties and provide lead supervision over assigned personnel. Employee is expected to be fully trained in all procedures related to assigned area of responsibility, and have the ability to establish work priorities and develop daily work schedules. Employee is required to possess Backflow Tester Certification or Tree Worker Certification and Utility Line Clearance Certification depending on assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Plans, carries out and evaluates preventive maintenance schedules for all designated mechanical equipment, either personally, or through outside vendors.

Inspects, diagnoses, and performs major and minor repair work on motors, hydraulic equipment, compressors, controls, valves and related equipment.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools. Tests, troubleshoots, services and repairs mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.

Fabricates and modifies parts and equipment as necessary.

Evaluates status of mechanical equipment, and performs or schedules needed repairs. Provides emergency field assistance to disabled equipment as needed and appropriate.

Assists in the preparation of bid specifications for equipment.

Maintains records, prepares reports and other specialized maintenance records of equipment.

MAINTENANCE TECHNICIAN II ONLY:

Maintenance Technician II ONLY:

Controls, and maintains inventories for tools, supplies and materials. Assists in implementing departmental policies and procedures.

Assigns, directs and reviews the work of assigned personnel; provides input for employee performance evaluations.

When assigned as a Parks Utility Maintenance Technician I/II:

Performs a variety of skilled tasks in the construction and repair of City facilities, including work on plumbing, mechanical, construction, Heating, Ventilation and Air Conditioning (HVAC) and electrical systems.

Designs, constructs, and repairs irrigation systems; reviews irrigation plans for conformance with City standards.

Installs, maintains, and repairs a wide variety of electrical components in the City's buildings, facilities, and parking lots.

Responds to complaints regarding functional areas such as facility needs, irrigation system problems, grounds concerns; analyzes situation and performs appropriate remedial actions.

Installs and adjusts various equipment, such as shelving, piping, electrical, and furniture; performs excavation work; installs and repairs utilities.

When assigned as a Tree Technician I/II:

Operates aerial lift truck, brush chippers, stump grinders and chainsaws and related hydraulic pruning equipment.

Identifies tree pests, disease and structural weakness, removes diseased, dead or excess limbs, branches or trees.

As required, trims trees from the ground and with the use of aerial lift devices, picks up trimmings or wood and loads into truck, debris box or brush chipper for disposal.

Climbs and trims trees using ropes and saddle or other equipment.

Sets up rigging, slings and lines for lowering cut limbs and branches. Plants, stakes and installs new trees.

Performs lamp replacement on sports field lighting fixtures.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned. Assists in general maintenance and utility activities as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including: knowledge of traffic laws, ordinances and rules involved in truck and equipment operation; purposes and uses of a variety of tools and materials, including motorized, pneumatic and hydraulic equipment and electrical tools; accepted safety standards and safe working practices; standard carpentry and construction techniques; pest control methods, including the safe use of chemical pesticides.

Ability to:

Read and interpret diagrams, plans and specifications; apply sound inspection methods to detect deviations from plans, specifications and standard installation practices; follow oral and written instructions in an independent manner; establish and maintain effective relationships with those contacted in the course of work; operate power tools; operate various computer software including word processing, e-mail, and maintenance management; communicate effectively verbally and in writing; work under stressful and potentially dangerous conditions and with frequent interruptions.

EDUCATION AND EXPERIENCE

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:

Parks Maintenance Technician I

Graduation from high school or GED equivalent with possession of technical training in a specialized field of maintenance.

Two (2) years of increasingly responsible repair and maintenance experience.

Parks Maintenance Technician II

Graduation from high school or GED equivalent with possession of technical training in a specialized field of maintenance.

Four (4) years of increasingly responsible repair and maintenance experience.

SPECIAL REQUIREMENTS

Possession of a valid Class "B" Commercial Driver's License, or ability to successfully obtain prior to completion of probationary period; and

Specialized certifications for functional work areas required:

When assigned as a Parks Utility Maintenance Technician I/II:

Possession of a Backflow Testing Certificate, or ability to successfully obtain prior to completion of probationary period (Parks Utility Maintenance Technician II only).

In addition, one or more of the following is highly desirable:

- Qualified pesticide applicator's certificate
- Recognized journey-level status in a building trade
- Backflow Testing Certificate (Parks Utility Maintenance Technician I)

When assigned as a Tree Maintenance Technician I/II:

Utility Line Clearance Certification, or ability to successfully obtain prior to completion of probationary period.

Tree Worker Certification from the International Society of Arboriculture, or ability to successfully obtain prior to completion of probationary period (Tree Technician II only).

TOOLS AND EQUIPMENT USED

Motorized vehicles such as pick-up, utility van, aerial and/or dump trucks; traffic control devices; mobile or portable radio; telephone; personal computer; hand tools; power tools; ropes, pulleys, winches; safety apparatus.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel and operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee may be required to free climb in tall trees or to perform work in underground trenches.

The employee must frequently lift and/or move up to 25 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 the 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 position.

While performing the duties of this job, the employee may work either indoors or in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours.

Employee is subject to call back after hours, weekend assignment and to respond to emergency situations on a 24-hour basis, seven days per week in addition to normally scheduled work hours.

The noise level in the work environment can range from moderately quiet to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of San Bruno and any employee and is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable MOU provisions.

Resolution Number: 2009-94

Effective Date: August 25, 2009

Revision History: