



POSITION DESCRIPTION

Public Works Maintenance Worker I Public Works Maintenance Worker II

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled tasks in maintenance work, and operates equipment in the construction, operation, repair, maintenance, and replacement of City water, wastewater, street, street light, and storm drainage facilities and systems.

SUPERVISION RECEIVED:

Public Works Maintenance Worker I, - Receives immediate supervision from higher level staff progressing to general supervision over time with training and demonstrate work performance. [Maintenance Services Manager and Field Supervisor]

Public Works Maintenance Worker II - Receives general level supervision from higher level staff. Technical or functional supervision may be provided by a Field Supervisor and/or Maintenance Services Manager.

SUPERVISION EXERCISED

Public Works Maintenance Worker I - Generally no direct supervision. May provide technical or informational guidance on a project basis.

Public Works Maintenance Worker II - Task assignments may require that the 11 level position provides supervision to Maintenance Worker personnel as a crew leader.

DISTINGUISHING CHARACTERISTICS

Public Works Maintenance Worker I - This is the entry level - journey level class in the Public Works Maintenance Worker series. Positions in this class usually perform most of the duties required of Maintenance Worker II's but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the Maintenance Worker I class may reasonably expect to progress to the 11 level with training, experience, and continued demonstration of satisfactory job performance.

Public Works Maintenance Worker II - This is the journey level - advanced level class in the Public Works Maintenance Worker series. Positions within this class are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, requires prior experience in the construction and maintenance of streets,

wastewater, storm water, traffic or water system facilities. Appointment at the II level requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to the specific functional assignment.

DUTIES AND RESPONSIBILITIES (Illustrative Only)

Inspects and/or repairs reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Determines and marks the locations of street light wiring, water, wastewater, storm drain lines from the appropriate sources prior to excavation.

Responds to complaints regarding functional areas such as street conditions, street signs, waste water system problems, traffic signals and street lighting, water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where service interruptions will impact them; represents the City in a positive manner in these situations.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, asphalt, and base rock.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance of projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying pipe, trenching and backfilling.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; and/or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances, and rules involved in truck and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standard relating to installation, location and required maintenance of traffic signs and pavement markings; properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of wastewater and water mains, lines and related facilities; pipefitting and cement work; preparation and operation of spray painting equipment; methods of fabricating and installing street signs.

(B) Skill in operation of the listed tools and equipment.

(C) Ability to perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; to work safely and adhere to established safety principles and practices; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; to work effectively in the absence of close supervision; to operate a variety of vehicles and equipment in a safe and effective manner; to read and interpret basic maps and blueprints; to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS,

Possession of or ability to obtain and maintain a valid State Driver's license and CDL certification (Class B license) by completion of probationary period.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, for example, such as dump truck, pickup truck, utility truck, back hoe, streetsweeper, sewer flusher, tamper, plate compactor, saws, pumps,, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

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 this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case by case basis, 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 or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

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 job. While performing the duties of this job, the employee regularly works 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 dependent on workload factors in addition to normally scheduled work hours.

The noise level in the work environment can be loud.

SELECTION GUIDELINE

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

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Revision History: