



MAINTENANCE WORKER I MAINTENANCE WORKER II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, receives assignment to specific functional areas; performs duties and assignments that may overlap depending on the operational needs of the department and staffing levels; performs skilled maintenance, repair and construction work in the completion of assigned activities and operations of assigned division including streets, traffic signals, street lights, recreation facilities, landscaped areas, collection systems, and other public facility maintenance; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to assigned area of responsibility.

IDENTIFYING CHARACTERISTICS

Maintenance Worker I – This is the entry-level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions, the completion of the minimum experience and education requirements for the “II” level and is at the discretion of higher level supervisory or management staff.

Maintenance Worker II – This is the full journey-level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the performance of the more complex duties. Employees 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. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, require prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of maintenance and repair work on various City facilities and structures including streets, landscaped areas, recreation facilities, sewer, storm drains, traffic signals, and other public facilities.
2. Operates construction and maintenance equipment and power tools such as a dump truck, front-end loader, backhoe, tractor, overlay machine, jetter, compressor, jackhammer, paint sprayer, and concrete saw; maintains hand tools and assigned equipment; performs preventive maintenance on equipment.
3. Conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
4. Performs various street maintenance functions; identifies and repairs pothole areas; repairs or replaces cracked, raised, sunken, or otherwise damaged sidewalks, curbs, and gutters; removes any roadway hazards; identifies all areas needing striping and/or painting; maintain, clean, and repair collection systems.

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5. Maintains, installs, and repairs traffic signal systems; maintain and repair street lighting systems, program controllers.
6. Prepares, installs, repairs, and replaces City signposts and signs; cleans and maintains existing signs; trims vegetation that presents safety hazards, clears walkways of trash and debris; removes graffiti.
7. Maintains assessment districts and landscaped areas including parkways, open space areas, and medians; performs weed abatement and pesticide applications; installs and maintains irrigation systems to ensure proper operating efficiency; maintains, trims, and removes trees.
8. Utilizes proper safety precautions related to all work performed.
9. Clears, maintains, and disposes of trash in public areas; oversees the work of contract staff; performs special projects as required.
10. Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints.
11. Provides on the job training to lower-level or newly hired staff as assigned.
12. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of general construction, maintenance and repair related to the area of work assigned.

Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Methods and techniques used in the maintenance and repair of streets, sidewalks, and collection systems.

Methods and techniques of landscape maintenance including pesticide, herbicide, and fertilizer application.

Methods and techniques of repairing sidewalks, curbs, and related maintenance areas.

Practices and procedures of traffic control.

Basic techniques of electrical maintenance and repair involved in street lighting and traffic signal systems.

Basic methods and techniques of irrigation systems installation and maintenance.

Tree care, pruning and maintenance.

Principles and practices of record keeping.

Occupational hazards and standard safety practices.

Ability to:

Perform a variety of maintenance, construction, and repair work in the area of work assigned.

Ensure safety around work areas in high traffic.

Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

Patch, repair, and maintain City streets and sidewalks.

Maintain and repair a variety of tools and equipment.

Repair and replace City signs.

Plant, transplant and maintain trees, shrubs, and plants.

Install and maintain irrigation systems.

Maintain and repair collection systems.

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Read maps, blueprints, and diagrams.
Ensure adherence to safe work practices and procedures.
Work independently in the absence of supervision.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Maintenance Worker I

Education/Training

Equivalent to the completion of the twelfth grade.

Experience

Six months of routine general maintenance work.

License or Certificate

Possession of a valid California Class C Driver's License.

Maintenance Worker II

Education/Training

Equivalent to the completion of the twelfth grade.

Experience

Two years of experience in public works maintenance or repair experience comparable to that of a Maintenance Worker I with the City of Suisun City.

License or Certificate

Possession of a valid California Class C Driver's License.

May be required to obtain a valid California Class B Driver's License.

May be required to obtain a valid California Class A Driver's License.

May be required to obtain a Qualified Applicator Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in a field environment with travel from site to site; the employee frequently works outside in all weather conditions and is occasionally exposed to fumes or airborne particles, risk of electrical shock, toxic or caustic chemicals, and vibration.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to walk, stand and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry moderate to heavy weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information.

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Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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