

MAINTENANCE WORKER SERIES

Definition:

Under direct or general supervision performs a variety of general and manual duties related to the maintenance and repair of public works, parks, municipal utilities and other City facilities and performs related work as required.

Class Titles

Maintenance Worker
Senior Maintenance Worker I
Senior Maintenance Worker II
Senior Maintenance Worker III

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

~~The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:~~

Operates a variety of equipment including hand and power tools, blowers, dump trucks, jack hammers, parking lot sweepers, small and large gang mowers, small skip loaders, trenchers, large and small trucks, chippers and aerial equipment.

Performs a wide variety of landscape and infrastructure-related general and/or laboring work such as planting, cultivating, fertilizing and pruning.

Mows and edges lawns with hand and/or power tools, lays landscape/slope protection materials and assists with terracing slopes.

Operates sprayer for pest and weed control and to chemically treat lateral surfaces.

Cleans and maintains tools, brushes and equipment.

Cleans offices, restrooms, buildings and other facilities, cleans and rakes planted areas and pathways and removes litter, debris and graffiti.

Cleans and maintains signs, drainage channels, catch basins, wells, underpass sump pumps, tanks, reservoirs, yards and buildings.

Reads water meters and enters readings; turns water on and off as directed.

Operates a handheld device to receive work orders, record or report data and/or read water meters.

Lifts and moves objects weighing 75 pounds or less and loads/unloads tools, supplies, equipment and refuse.

Cleans pipes, fittings, meters and valve boxes, settling basins and reservoirs.

Installs and repairs posts, fences, gates and guard rails.

Mixes mortar, pours and finishes concrete floors/slabs and removes concrete.

Makes minor adjustments/repairs to equipment.

Paints building interiors and exteriors, tables, benches, sign boards, fences and equipment.

Digs trenches using air tools and back fills manually.

Assists with asphalt, pavement and sidewalk maintenance activities.

Paints and checks operation of fire hydrants and makes repairs to hydrants as necessary.

Assists in the installation, removal, maintenance and repair of pipes, valves, meters and overhead or underground utilities.

Assists in tapping water lines and the maintenance of lateral services and other water and sanitary sewer utility components.

Assists trade workers in specialized areas.

Drives a vehicle on City business; depending on area of assignment, may drive a right-hand vehicle.

Other Duties and Responsibilities:

May pPerforms pool maintenance duties.

~~—Performs other projects/tasks as assigned.~~

May pPerforms hazardous waste ~~clean-up~~cleanup and disposal.

Performs other projects/tasks as assigned.

Class Characteristics:

Maintenance Worker is a multi-incumbent classification in the Public WorksMaintenance Services Department. Incumbents perform a wide variety of general and manual laboring

Maintenance Worker / ~~Senior Maintenance Worker~~ Series

November 2024

duties. Incumbents normally work under direct supervision and within a ~~crew, but crew but~~ are also expected to work productively on an individual basis and/or in the absence of a supervisor or lead worker. Senior Maintenance Worker I/II/III are ~~multi-incumbent classifications~~ which also perform a wide variety of general and manual laboring duties. Senior Maintenance Workers in general are distinguished from the Maintenance Worker ~~classification~~ by the performance of more difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative. Senior Maintenance Workers perform their duties with a limited amount of direction/supervision, are expected to solve most ~~work-related~~ ~~work-related~~ problems independently and may act as crew leader on a limited basis. Additionally, Senior Maintenance Worker II's are distinguished from Senior Maintenance Worker I's by the II's assignment to the Water Division and by their possession of a Grade 1 or 2 Water Distribution Operator Certificate. Senior Maintenance Worker III's, in addition to being assigned to the Water Division, are distinguished from Senior Maintenance Worker II's by the III's possession of a Grade 3 Water Distribution Operator Certificate.

Positions at the Senior Maintenance Worker I level are normally filled by advancement from the Maintenance Worker level. Progression to the Senior Maintenance Worker I level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at a Maintenance Worker level; and (d) City Manager approval for progression to the Senior Maintenance Worker I level.

Bargaining Group: FMEF

Contacts and Relationships:

~~All classes in this series have the majority of their interaction with other Maintenance Services Department staff, although contact with other City employees and the public will occur during the course of certain work assignments.~~

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

~~The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:~~

Maintenance Worker

Knowledge of:

Standard hand and power tools.

Methods used in basic laboring work.

Safety precautions and practices necessary when working with hand and power equipment.

Maintenance Worker / ~~Senior Maintenance Worker~~ Series

November 2024

Page 3

Chemicals used in area of assignment. ~~landscape applications.~~

Routine maintenance practices as related to buildings, grounds, streets, water and related tasks.

English usage.

Basic math.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

AND

Ability to:

Perform strenuous manual labor at a variety of work sites.

Operate job related power equipment.

Lift and carry heavy objects safely.

Understand and carry out oral and written instructions.

Communicate effectively orally.

Read at the level required for successful job performance.

Make simple arithmetic calculations.

—Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

~~Establish and maintain effective relationships with those contacted in the course of work.~~

Handle job stress and maintain composure in public settings.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Learn to operate a right-hand drive vehicle depending on area of assignment.

Senior Maintenance Worker I

Maintenance Worker / ~~Senior Maintenance Worker~~ Series

November 2024

Page 4

In addition to those of the Maintenance Worker Knowledge of those items listed under "Knowledge of" for Maintenance Worker, plus the following:

Knowledge Of

Safety precautions and practices necessary when working with specialized equipment.

General trade duties such as concrete work, rough carpentry, plumbing, electricity, water and sewer systems, asphalt work and landscaping.

AND Ability to do/perforM those items listed under "Ability to" for Maintenance Worker plus the following:

Ability to

Exercise independent judgment.

Direct a small crew as needed.

Assist in training other Maintenance Services staff.

Write simple reports, record data and transfer data from one form to another.

Senior Maintenance Worker II

In addition to those of the Senior Maintenance Worker I: Knowledge of those items listed under "Knowledge of" for Senior Maintenance Worker I plus the following:

Knowledge Of

Basic maintenance practices related to water systems.

Safety precautions and practices necessary when working with specialized water utility related equipments.

AND

Ability to do/perforM those items listed under "Ability to" for Senior Maintenance Worker I plus the following:

Perform routine maintenance on water related equipment.

Read and understand water distribution system blueprints and drawings.

Senior Maintenance Worker III

In addition to those of the Senior Maintenance Worker II:

Knowledge Of
Knowledge of those items listed under "Knowledge of" for Senior Maintenance Worker II plus the following:

- Specialized maintenance practices related to water systems.
- Mainline disinfection processes.

AND

Ability to do/perfor
m those items listed under "Ability to" for Senior Maintenance Worker II plus the following:

- Perform specialized maintenance on water related equipment.
- Troubleshoot water distribution systems problems.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

~~A typical way to obtain the knowledge and abilities is as follows:~~

Maintenance Worker:	- Education: Completion of the tenth grade. -AND Experience: Six months of general maintenance/ laboring experience.
Senior Maintenance Worker I:	Education: Graduation from high school. AND Experience: One year of general maintenance experience.
Senior Maintenance Worker II:	Education: Graduation from high school. AND Experience: Two years of general maintenance experience to include some <u>experience</u> exper- ience -related to a water system.
Senior Maintenance Worker III:	Education: Graduation from high school. AND Experience: Three years of general maintenance experience to include one year of water system maintenance experience

Maintenance Worker / ~~Senior Maintenance Worker~~ Series

November 2024

Special Requirements - All Classes in This Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license.

Must be able to work a flexible schedule to accommodate City needs. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Additional Requirements –~~Senior~~ Senior Maintenance Worker II:

Grade 1 ~~or Grade 2~~ Water Distribution Operator Certificate issued by the State of California at time of appointment and throughout employment in this classification.

Assignment to the Water Division.

Additional Requirements - Senior Maintenance Worker III:

Grade 3 Water Distribution Operator Certificate issued by the State of California at time of appointment and throughout employment in this classification.

Assignment to the Water Division.

Non-Required Skills / Abilities / Experience / Certification / Education Which may be Helpful or Preferred Include Desirable:

~~Maintenance Worker and Senior Maintenance Worker I:~~ Valid and appropriate Water Treatment and/or Distribution Operator Certificates issued by the State of California, depending on area assigned are preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. Incumbents perform strenuous physical labor for extended periods of time requiring physical strength and endurance, drive a vehicle on City business and may work under damp conditions and in confined spaces. Incumbents crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, and grasp, drag, lift and carry items weighing 75 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 25 pounds or less for sustained periods of time. Incumbents may work in

Maintenance Worker / ~~Senior Maintenance Worker~~ Series

November 2024

damp/wet conditions and be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised November 2024 to include Water Service Worker duties

Revised and Senior Maintenance Worker split into I/II/III May 2006

Revised April 2003

Revised November 2000

Revised October 1996