



JOB DESCRIPTION

MAINTENANCE WORKER I **MAINTENANCE WORKER II** **LEAD MAINTENANCE WORKER**

Maintenance Worker I

Range 18 - \$34,134.57 – \$43,565.32 Annually
\$16.41 - \$20.94 Hourly

Maintenance Worker II

Range 21 - \$39,515.03 – \$50,432.31 Annually
\$19.00 - \$24.25 Hourly

Lead Maintenance Worker

Range 23 - \$43,565.32 – \$55,601.62 Annually
\$20.94 - \$26.73 Hourly

DEPARTMENT: PUBLIC WORKS **FLSA STATUS: NON-EXEMPT**
POSITION STATUS: REGULAR, FULL-TIME **REPORTS TO: MAINTENANCE SUPERVISOR**

DEFINITION

Under supervision (Maintenance Worker I), or general supervision (Maintenance Worker II), or general direction (Lead Maintenance Worker), to perform a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of City streets, parks, landscape, and facilities; to use and operate manual tools and light and moderately heavy power driven equipment; to perform a variety of tasks relative to assigned areas of responsibility; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience. This position exercises no supervision.

Maintenance Worker II: This is the full journey level in the class series. Positions at this level are distinguished from the lower level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions 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. Incumbents may exercise technical and functional supervision over lower level, part time, seasonal and/or community service workers.

Lead Maintenance Worker: This is the lead advanced level in the class series. Positions at this level are distinguished from the II level by the responsibility to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing street,



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parks, facility and landscaping maintenance, repair and construction services. Incumbents in this class exercise technical and functional supervision over lower level full time, part time, seasonal and community service workers.

ESSENTIAL JOB FUNCTIONS

Depending on assignment, duties may include, but are not limited to, the following:

Maintenance Worker I:

1. Learn to perform the full range of turf maintenance duties; water, mow, weed, trim, aerate, renovate and fertilize turf.
2. Learn to operate the full range of grounds maintenance vehicles and equipment including dump trucks, mowers, edgers, blowers, tractors, loaders, and hand and power tools; maintain tools and equipment and perform preventive maintenance on equipment.
3. Learn to perform the full range of shrub and flower bed maintenance; plant, water, fertilize, and maintain landscaped areas including bushes, trees, flowers and shrubs; control weeds.
4. Learn to trim and prune bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bush, tree, or shrub.
5. Learn to perform a variety of duties in the maintenance of the irrigation system; change and adjust heads; maintain controllers; assist in irrigation system installation and maintenance projects.
6. Assist in maintaining play equipment, picnic tables, public address equipment, and other related parks equipment and facilities; install and repair playground equipment, fences, and other related parks equipment and facilities.
7. Assist in pest control measures; learn to measure, mix, and apply chemicals to trees, shrubs, grass and flowers to control weeds, insects, and plant diseases.
8. Assist in the removal of fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions.
9. Assist in painting park buildings; learn to remove graffiti in parks and in other areas.
10. Learn to identify maintenance needs and safety hazards; report needs to appropriate staff.
11. Assist in raking leaves and clearing debris from walks, fields, and other facilities; pick up trash.
12. Clean and maintain rest rooms; stock rest rooms with necessary supplies; repair toilets, urinals and faucets.
13. Learn to maintain and repair City facilities, equipment, and buildings by performing a variety of skilled and semi-skilled work including carpentry, electrical, painting, plumbing, heating and air conditioning, mechanical repair, and playground equipment maintenance.
14. Learn to repair and replace plumbing fixtures including sinks, toilets, faucets, and pipes.
15. Learn to perform carpentry work including the construction, installation, remodeling, and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
16. Assist in performing semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets; grade, scrape, and level surfaces in preparation for road paving.
17. Assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.
18. Learn to remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.
19. Assist in installing, repairing, and cleaning storm drains, catch basins, and culverts.
20. Learn to break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, drains, culverts, sidewalks, and sidewalk ramps.



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21. Assist with filling, patching, and resurfacing holes, cracks, and service laterals.
22. Learn to place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.
23. Learn to install, replace, and maintain street signs; paint intersections, curbs, and street markings.
24. Learn to operate tools, equipment, and vehicles; learn to operate heavy equipment including loader, backhoe, and skip loader.
25. Learn to perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.
26. Assist in the set-up and removal of equipment needed for special events.
27. Perform related duties as required.

Maintenance Worker II:

Duties at the II level are performed at the journey level with full skill and proficiency, and may include, but are not limited to:

28. Perform the full range of turf maintenance duties; water, mow, weed, trim, aerate, renovate and fertilize turf.
29. Operate the full range of grounds maintenance vehicles and equipment including dump trucks, mowers, edgers, blowers, tractors, loaders, and hand and power tools; maintain tools and equipment and perform preventive maintenance on equipment.
30. Perform the full range of shrub and flower bed maintenance; plant, water, fertilize, and maintain landscaped areas including bushes, trees, flowers and shrubs; control weeds.
31. Trim and prune bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bush, tree, or shrub.
32. Perform a variety of duties in the maintenance of the irrigation system; change and adjust heads; maintain controllers; assist in irrigation system installation and maintenance projects.
33. Maintain play equipment, picnic tables, public address equipment, and other related parks equipment and facilities; install and repair playground equipment, fences, and other related parks equipment and facilities.
34. Assist in pest control measures; measure, mix, and apply chemicals to trees, shrubs, grass and flowers to control weeds, insects, and plant diseases.
35. Assist in the removal of fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions.
36. Paint park buildings; remove graffiti in parks and in other areas.
37. Identify maintenance needs and safety hazards; report needs to appropriate staff.
38. Rake leaves and clear debris from walks, fields, and other facilities; pick up trash.
39. Clean and maintain rest rooms; stock rest rooms with necessary supplies; repair toilets, urinals and faucets.
40. Maintain and repair City facilities, equipment, and buildings by performing a variety of skilled and semi-skilled work including carpentry, electrical, painting, plumbing, heating and air conditioning, mechanical repair, and playground equipment maintenance.
41. Repair and replace plumbing fixtures including sinks, toilets, faucets, and pipes.
42. Perform carpentry work including the construction, installation, remodeling, and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
43. Perform semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets; grade, scrape, and level surfaces in preparation for road paving.



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44. Assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.
45. Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.
46. Install, repair, and clean storm drains, catch basins, and culverts.
47. Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, drains, culverts, sidewalks, and sidewalk ramps.
48. Fill, patch, and resurface holes, cracks, and service laterals.
49. Place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.
50. Install, replace, and maintain street signs; paint intersections, curbs, and street markings.
51. Operate tools, equipment, and vehicles; operate heavy equipment including loader, backhoe, and skip loader.
52. Perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.
53. Assist in the set-up and removal of equipment needed for special events.
54. Perform related duties as required.

Lead Maintenance Worker:

In addition to the above, duties at the Lead level may include, but are not limited to:

55. Lead, plan and review the work of staff responsible for providing streets, parks, facility and landscape maintenance, repair and construction services.
56. Estimate time, material and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.
57. Supervise the use and operation of a variety of vehicles, tools, and equipment used in maintenance, repair, and construction including trailer, mower, edger, weed eater, blower, turf and sidewalk vacuum, hedge trimmer, chain saw, tractor, loader, concrete saw, concrete mixer, dump truck, backhoe, roller, boom truck, water truck and carpet cleaner.
58. Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment.
59. Verify work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable work methods; ensure adherence to safe work practices and procedures.
60. Ensure the adherence with applicable standards and specifications; maintain cleanliness of work area and tools.
61. Assist in the set-up and removal of equipment needed for special events.
62. Perform the full range of duties in the assigned area of work.

MINIMUM QUALIFICATIONS

Knowledge of:

Maintenance Worker I:

- Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.
- Basic methods, techniques and tools used in the construction and maintenance of streets, parks, landscaped areas, and related facilities.
- Safe driving principles and practices.



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Maintenance Worker II:

In addition to the above, knowledge of:

- Operational characteristics of specialized streets, parks, facilities, and landscape maintenance and repair equipment.
- Materials, methods, practices, and equipment used in streets, parks, facilities, and landscape maintenance and repair.
- Occupational hazards and standard safety precautions necessary in streets, parks, facilities, and landscape maintenance and repair work.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Methods, techniques and tools used in the construction and maintenance of parks, landscaped areas, and related facilities.
- Principles and practices of irrigation systems installation and maintenance.
- Maintenance and repair principles and concepts of facility carpentry, electrical, painting, and plumbing.
- Watering requirements for lawns, trees and plants and various types of soil.

Lead Maintenance Worker:

In addition to the above, knowledge of:

- Operations, services and activities of a street, parks, facilities and landscape maintenance, repair, and construction program.
- Principles of lead supervision and training.
- Principles and procedures of record keeping and reporting.

Ability to:

Maintenance Worker I:

- Learn to operate a wide variety of City equipment including trailer, mower, edger, weed eater, blower, turf and sidewalk vacuum, hedge trimmer, chain saw, tractor, loader, concrete saw, concrete mixer, dump truck, backhoe, roller, boom truck, water truck, and carpet cleaner.
- Perform heavy manual labor for extended periods of time.
- Operate a motor vehicle safely.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to streets, parks, facilities, and landscape programs and functions.
- Learn occupational hazards and standard safety practices necessary in the areas of streets, parks, facilities, and landscape maintenance, repair, and construction.
- Learn materials, methods, practices, and equipment used in streets, parks, facilities, and landscape maintenance and repair.
- Learn principles and practices of irrigation systems installation and maintenance.
- Learn maintenance and repair principles and concepts of facility carpentry, electrical, painting, and plumbing.
- Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Perform simple cement and masonry work.
- Perform minor repairs and adjustments to equipment and tools.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.



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

Maintenance Worker II:

In addition to the above, ability to:

- Operate a wide variety of City equipment including trailer, mower, edger, weed eater, blower, turf and sidewalk vacuum, hedge trimmer, chain saw, tractor, loader, concrete saw, concrete mixer, dump truck, backhoe, roller, boom truck, water truck, and carpet cleaner.
- Perform streets, parks, facilities, and landscape maintenance and repair with accuracy, speed, and minimal supervision.
- Perform cement and masonry work.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to streets, parks, facilities, and landscape programs and functions.
- Operate a motor vehicle safely.
- Work independently in the absence of supervision.

Lead Maintenance Worker:

In addition to the above, ability to:

- Operate modern office equipment including computer and software.
- Interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to streets, parks, facilities, and landscape programs and functions.
- Provide lead supervision and training to assigned staff.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Maintenance Worker I:

Experience – One year of experience performing a variety of general maintenance, repair, construction and equipment operation work is highly desirable, and

Education – Graduation from High School or G.E.D. equivalent.

Maintenance Worker II:

Experience – Three years of experience performing a variety of general maintenance, repair, construction and equipment operation work equivalent to a Maintenance Worker I, and

Education – Graduation from High School or G.E.D. equivalent.



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Lead Maintenance Worker:

Experience – Four years of increasingly responsible journey level experience in streets, parks, facilities or landscape maintenance, repair and construction and equipment operation work, and

Education – Graduation from High School or G.E.D. equivalent supplemented by specialized training in construction technology.

Special Requirements:

Maintenance Worker I:

- Possession of a valid California Class C driver's license with a good driving record. Ability to obtain a Class B license.
- Availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.

Maintenance Worker II:

- Possession of a valid California Class C driver's license with a satisfactory driving record. Ability to obtain a Class B license.
- Availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.

Lead Maintenance Worker:

- Possession of a valid California Class C driver's license with a satisfactory driving record. Ability to obtain a Class B license. Depending upon assignment, may require possession of Pest Certificate and Playground Equipment Certificate.
- Availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.

Physical Requirements and Environmental Conditions:

The physical demands described below 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 on a case-by-case basis. There is frequent need to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting. Position requires continuous moderate or occasional heavy physical activity. Work involves exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions. Incumbents operate light to heavy physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Incumbents require the ability to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position. 05/03/14