

**PUBLIC WORKS MAINTENANCE WORKER**

**DEFINITION**

Under general supervision, to perform a variety of skilled construction, maintenance, and repair activities at various assigned city locations including, but not limited to, the following areas: Facilities, Streets, Mechanical, Parks, Sewer and Water.

**DISTINGUISHING CHARACTERISTICS**

This is an entry level position in the Public Works Maintenance Worker series, and may be assigned to work in any or combination of the Public Works maintenance divisions.

**SUPERVISION RECEIVED/EXERCISED**

Usually receives direct supervision from a Senior Maintenance Worker, Public Works Field Supervisor I or II. May exercise direct and indirect supervision over assigned staff.

**IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

1. Perform skilled tasks in street, water and sewer system maintenance, construction and repair.
2. Patch and stripe streets, set forms and place concrete on curbs, gutters, sidewalks and alley ways.
3. Clean ditches, alleys, streets, bus shelters, storm drains.
4. Maintain and replace street name signs and traffic signs.
5. Remove graffiti from public and private property.
6. Resurface and place asphalt and slurry sealing on streets.
7. Perform painting and carpentry work as necessary.
8. Assist in the construction, operation, maintenance and repair of sewer lines including the rodding and bailing of sewers.
9. Replace water meters and assist in the installation, maintenance and repair of water valves, service lines, mains, fire hydrants and/or other related service line.
10. Operate air saws, chain saw, brush chipper, jack hammers and other pneumatic, motorized, and manual equipment, and tools for purposes of preparing and backfilling trenches, placing water and sewer lines, street and alley repairs.
11. Operate tree trimming/lift truck, mowers and other equipment and tools for purposes of cutting grass and trimming trees and shrubs.

**OTHER JOB-RELATED DUTIES**

1. Plant and transplant flowers, bulbs, shrubs and trees; rake leaves.
2. Replace bus shelter glass and benches, and maintain solar panel and battery.
3. Assist in the care, maintenance and cleaning of vehicles, tools and equipment; service with gas, oil and water.

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## **Job Description**

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4. Contact residents concerning maintenance and service problems; refer complaints and requests to proper supervisory personnel.
5. Operate trucks and heavy equipment as needed and/or for training purposes.
6. May assist supervisors in preparing and keeping logs/records.
7. Work with Contractors and the public on special projects/events.
8. Operate vehicles and heavy equipment, such as backhoe, skip loader, sewer jet, guzzler and forklift.
9. Respond to customer service complaints.
10. May supervise the work of others.
11. Perform related duties and responsibilities as required.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

1. Basic construction methods, materials and terminology.
2. Basic safety precautions and practices.
3. Maintenance of shrubs, trees, flowers, streets, sewers, storm drains, buildings, and water systems.

#### **Skill to:**

1. Perform essential public works maintenance assignments.

#### **Ability to:**

1. Understand and follow written and oral instructions.
2. Perform basic labor construction and repair tasks.
3. Operate pneumatic, hydraulic, hand and gas-powered tools.
4. Operate vehicles, trucks, tractors, and other heavy equipment.
5. Maintain effective working relationships with others.
6. Understand and speak Spanish (highly desirable).

### **Experience and Training Guidelines**

A typical way to obtain the knowledge, skills and abilities would be the following:

#### **Experience:**

One year experience in general construction or maintenance is required.

#### **Training:**

Graduation from high school or equivalent is required. Two years of experience can be substituted for two years of education.

#### **Special Requirements:**

Must stay current in field, and acquire all necessary training that new technological changes and new laws may present.

**Other Special Requirements:**

Must possess and maintain a valid California Class C Driver's License during employment with the City. May be required to obtain and maintain a valid California Class B Drivers License while employed.

When assigned to the Water Division, will be required to possess and maintain the State of California Department of Health Services Grade D2 Water Distribution Certification within two years from date of appointment to position.

May be required to work overtime, weekends and holidays. Operational demands may necessitate a permanent work schedule that includes working weekends with days off during the week.

**Essential duties require the following physical abilities and environmental conditions:**

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift about 90 Lbs; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 90 degrees Fahrenheit); may be exposed to toxic/poisonous substances, slippery surfaces and frequent loud noises.