

CITY OF CLEARLAKE

MAINTENANCE WORKER I/II

DEFINITION

Under immediate supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), to perform a variety of routine unskilled or semi-skilled manual duties involved in the maintenance and construction of streets, utility and drainage systems, and traffic control devices.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I - This is the entry level in the Maintenance Worker class series. Positions at this level usually perform most of the duties required of the positions at the Maintenance Worker 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 of 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.

Maintenance Worker II - This is the full journey level in the class series. Positions at this level are distinguished from the Maintenance Worker I 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. Positions in this class series are flexibly staffed and positions at the Maintenance Worker II level are normally filled by advancement from the Maintenance Worker I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Maintenance Worker II level.

SUPERVISION EXERCISED

Maintenance Worker I

Exercises no supervision.

Maintenance Worker II

May exercise technical and functional supervision over less experienced staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

City of Clearlake
Maintenance Worker I and II

Perform pick and shovel work on oil, asphalt, concrete and unpaved streets, walks and parkways; load and unload stone, gravel, dirt, asphalt, timber, pipe, poles, debris, brush, tools and equipment.

Sweep and clean streets and culverts; collect and load refuse and debris into an accompanying truck or movable can; prepare asphalt and other street repair materials; pave roadways, driveways, walkways and potholes; rake, smooth and tamp repaired patches; place lanterns and barricades.

Dig holes and trenches make excavations; lay pipe and conduit; backfill and flood trenches.

Perform rough painting, carpentry, plumbing, janitorial and general maintenance work.

Operate small power equipment incidental to other labor duties; drive pickup trucks and other light equipment.

Operate pneumatic power tools, spray and hand painting equipment and hand operated construction and maintenance equipment.

Load and unload equipment, supplies and other materials from trucks and other vehicles.

Direct flow of traffic around construction and /or maintenance projects; put up and take down barricades and signs used during maintenance and /or construction projects.

Maintain and service tools, vehicles and equipment; perform minor maintenance of trucks and equipment; check and service equipment with fuel, hydraulic fluids, oil and water levels, check tires and belts; maintain records of equipment servicing.

Maintain safety procedures.

Assist in animal control duties; pick up and transport dead animals for disposal; assist the Police Department including blocking and cleaning roads and picking up stolen property.

OTHER JOB RELATED DUTIES

Install and maintain street signs including stop, street name, parking, warning, crosswalk and speed limit sign's, guard rails and barricades.

May operate loaders, backhoes, rollers and motor driven construction and maintenance equipment.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Maintenance Worker I

Knowledge of:

Methods, materials, and equipment used in general maintenance work.

Safe work practices.

Safe driving principles and practices.

Skill to:

Operate a variety of maintenance tools and equipment in a safe and efficient manner.

Operate a motor vehicle safely.

Ability to:

Perform unskilled and semi-skilled tasks in a variety of maintenance activities.

Perform heavy manual labor for extended periods of time in unfavorable weather conditions.

Ability to:

Perform duties in a manner to maximize public safety in the area of work assigned.

Clean and care for assigned areas and equipment.

Understand and follow oral and written instructions.

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

Experience and Training Guidelines:

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

Experience:

One year of experience in routine maintenance work.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Knowledge of:

Methods and techniques of public works construction, maintenance and repair.

Operational characteristics of mechanical equipment and tools used in the public works maintenance.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping and reporting.

Skilled to:

Operate a limited range of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Ability to:

Perform semi-skilled public works maintenance, construction and repair work.

Work independently in the absence of supervision.

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Maintenance Worker I and II

Read and interpret basic maps and blueprints.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Assign and review work of less experienced staff.

May act as lead worker over a crew performing semi-skilled and unskilled manual maintenance work.

Experience and Training Guidelines:

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

Experience:

Two years of experience in maintenance and construction work.

Training:

Equivalent to the completion of the twelfth grade.

License of Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.