



## **MAINTENANCE WORKER I / II**

### **DEFINITION**

Performs a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sidewalks, traffic control, curbs, gutters, signs and markings.

### **SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision is provided by the Maintenance Worker III. Technical or functional supervision is also provided by higher level maintenance personnel. For the Maintenance Worker II position, assignments may require lead responsibilities over less experienced personnel and/or temporary workers as assigned.

### **Maintenance Worker I:**

This is the entry level class in the Maintenance Worker series. The Maintenance Worker I may often perform many of the duties required of Maintenance Worker II but is not expected to have the depth of experience, skill level and certifications of the Maintenance Worker II. As a result, the Maintenance Worker I will have fewer opportunities to exercise independent discretion and judgment on matters related to work procedures and methods. This position is required to work any shift, weekends and holidays as needed.

### **Maintenance Worker II:**

This is the journey level in the Maintenance Worker series. This class differs from Maintenance Worker I in that incumbents perform more complex maintenance duties including working independently, exercising judgment, and operating the full range of tools and mechanical equipment related to a specific assignment. The Maintenance Worker II may also be expected to assist in the oversight and training of less experienced personnel. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level, or by candidates with prior work experience elsewhere. This position is required to meet all Standby Program requirements, take standby duty, and to work any shift, weekends and holidays as needed.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class; this is not an all-inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

- Assist other departments in addressing Right of Way (ROW) issues within the city, this may include homeless camps, illegal dumping and blight related issues
- Ensure that safe traffic control measures are deployed, and that proper safety precautions and safe work methods are followed
- Design, fabricate, and install traffic signs and markings, set up barricades, direct traffic, and remove traffic control devices as needed

- Assist the Signs and Markings Group with the installation of signs and road markings
- Operate a variety of light and moderately heavy construction and maintenance equipment including such pieces as a loader, dump truck, water truck, steel rollers, zipper, mastic machine, crack seal machine and rubber-tired tractor with all attachments in order to perform a variety of routine construction and maintenance operations. Operate forklift as assigned and trained.
- Ability to set, form, pour, and finish concrete is required to repair curbs, gutters, driveways, and sidewalks
- Keep and record accurate and up to date records on all assignments using city maintenance management software
- Promote and maintain safe working conditions and correct unsafe working conditions
- Inspect, maintain, troubleshoot, repair, and upgrade a wide variety of streets and sidewalk equipment
- Prepare plans and specifications for the procurement of parts and supplies on assigned projects
- Perform other duties as assigned
- Regular, punctual attendance is an essential function of the position

#### **OTHER JOB FUNCTIONS**

- Assist with the preparation of standard operating procedures
- Record as-built improvements using current City format for documentation
- Perform street and sidewalk inspections
- Develop “punch lists” for work to be completed or corrected during construction
- Use and maintain a variety of tools and test equipment as required
- Conduct routine maintenance on streets, sidewalk equipment and traffic control devices.
- Assist with preparation for and perform duties during storms
- Answer emergency calls and perform emergency repairs
- Meet all standby program requirements; take standby duty, work any shifts, including weekends and holidays

#### **QUALIFICATIONS**

##### **MAINTENANCE WORKER I:**

###### **Knowledge of:**

- Streets and sidewalk equipment, as it relates to the City’s ROW infrastructure
- Personal computers and related operational and maintenance software programs
- Use of general construction tools and equipment
- Understanding of City of Woodland policies and procedures
- Methods, tools and equipment used to maintain, repair, test, troubleshoot, calibrate, and perform preventative maintenance on a wide variety of streets equipment
- Safe work practices, applicable codes, laws and ordinances, and practices of leadership

**Skills to:**

- Use hand and power tools required in general construction and maintenance work.
- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Understand and carry out both oral and written directions
- Respond quickly in emergencies
- Interact effectively and courteously with the public
- Communicate clearly and concisely, both orally, and in writing
- Keep accurate records

**Ability to:**

- Perform heavy manual labor.
- Learn to operate various construction maintenance equipment and machinery.
- Identify possible public safety hazards

**Minimum Education and Experience**

**MAINTENANCE WORKER I:**

**Education:**

- High school diploma or equivalent
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

**Experience:**

- One (1) year of experience in construction or related field

**Licenses and Certifications:**

- Licenses and certifications required prior to permanent appointment:
  - Work Zone Safety/Flagger Certification
  - Competent Person Certification
  - First Aid and CPR/First Aid Certification
  - Hazwoper / Sharps 24-hour Certification
  - Forklift Certification
  - Valid class B California Driver's License with Tank and Air Brake Endorsements and DMV Medical Certification. Class A California Driver's License with the same equivalent endorsements is desirable

**MAINTENANCE WORKER II:**

In addition to the qualifications for Maintenance Worker I:

**Knowledge of:**

- In depth knowledge of streets and sidewalk equipment, as it relates to the City's ROW infrastructure
- Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of ROW infrastructure
- Traffic laws, ordinances, and rules involved in truck and equipment operations

- Applicable codes, regulations and safety orders
- Safety precautions in the use, general cleaning and maintenance of equipment including light power equipment

**Skills to:**

- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner
- Work independently in performing semi-skilled and skilled maintenance work
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner
- Read and interpret basic maps and blueprints
- Assist in the supervision and training of less experienced personnel
- Maintain written records and reports

**Ability to:**

- Perform skilled maintenance, construction and repair in the area of work assigned
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations
- Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned

**Minimum Education and Experience**

**Education:**

- High School Diploma or equivalent. Coursework or training in construction maintenance or closely related field is highly desirable
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

**Experience:**

- One (1) year of experience performing duties comparable to those of Maintenance Worker I

**Licenses and Certifications:**

- Required upon hire:
  - Valid class B California Driver's License with Tank and Air Brake Endorsements and DMV Medical. Class A with the same equivalent endorsements is desirable
- Licenses and certifications required prior to permanent appointment:
  - Possession of all certifications required of a Maintenance Worker I
  - Backhoe & Mini Excavator Certification
  - IMSA or Approved Signs Technician Level I Certification

**ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.