

## CITY OF RIO VISTA

### PUBLIC WORKS MAINTENANCE WORKER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a wide variety of skilled, semi-skilled and routine duties assigned to classes within the series including constructing, repairing and maintaining City streets, parks, landscaping, airport, pool and water, sewer and building facilities; learns policies, procedures and work methods associated with assigned duties; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Public Works Maintenance Worker I**

This is the entry level class within the Maintenance Worker series. Positions in this classification are responsible for a wide variety of less difficult and complex tasks and receive on-the-job training in the performance of more complex duties. An incumbent may advance to the next higher classification of Maintenance Worker II upon meeting the employment standards for that class and receiving approval of the Department Head. This classification is distinguished from the next higher classification of Public Services Maintenance Worker II by the performance of less complex, semi-skilled tasks.

##### **Public Works Maintenance Worker II**

This is the journey level class within the Maintenance Worker series. Positions in this classification are responsible for a wide variety of maintenance and construction tasks. This classification is distinguished from the next lower classification of Public Services Maintenance Worker I by the performance of more complex, semi-skilled and skilled tasks.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Public Works Maintenance Worker I**

Receives direct supervision from the Public Works Superintendent and other Public Works classifications.

##### **Public Works Maintenance Worker II**

Receives general supervision from the Public Works Superintendent and other Public Works classifications. Incumbents may assist in the training of other Public Works related positions.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs maintenance, repair, construction and installation of City streets, parks, landscaping, airport, pool and water, sewer and building facilities.
- Streets: Breaks and removes surfaces, digs, shovels, hauls, loads and unloads materials; operates jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; operates trucks

and other construction vehicles and equipment; inspects tools and equipment for safety and mechanical defects; removes and hauls trash; assists in the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks.

- Water & Sewer: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; locates, installs, repairs and maintains water and sewer mains and lines; makes new sewer connections; repairs drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs water service connections, meters, boxes and backflow preventers; operates trucks and other construction vehicles and equipment; locates and repairs leaks in water lines; cleans storm drains, flood control facilities and inlets; responds to emergency calls.
- Parks: Maintains lawns, shrubs and trees; applies herbicides and pesticides; cuts, sprays and removes weeds; clears brush and debris; plants and maintains landscaped areas; installs and maintains watering and irrigation systems; operates tree trimming and other tools and equipment.
- Airport: Maintains runways, taxiways, runway and other lights, access road, landscaping and water lines.
- Building Maintenance: Performs maintenance, diagnostic and minor carpentry, plumbing, electrical, and welding repairs of City buildings.
- Pool: Maintains pool equipment and related facilities; monitors and adjusts the pool's chemical balance.
- Serves on the Public Works "on-call" rotation as needed.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

#### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is welding and torch cutting. The position also requires both near and far vision when operating heavy equipment and repairing irrigation systems. The need to lift, push and drag bags of cement and fertilizer, mowers and other equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use pool and other cleaning chemicals and ingredients exposing the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb unusual heights on ladders, use power, noise and vibrating producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

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

**Public Works Maintenance Worker I**

None.

**Public Works Maintenance Worker II**

One year of increasingly responsible experience in the maintenance, repair and alteration of buildings, grounds and facilities, or related work, at a semi-skilled level, or equivalent. Experience, training or certification in any of the building trades or landscaping is desirable.

**License/Certificate:**

Possession of a Class C California driver's license by date of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

The level and scope of the knowledge and abilities listed below vary according to the I versus II levels.

**Knowledge of:**

Practices, methods and materials used in general construction, grounds maintenance and general maintenance work; street, sewer, water and other public works construction and maintenance equipment; operation, care and preventive maintenance techniques for heavy equipment and assigned power tools; methods, materials, tools and equipment associated with tree trimming, street, sewer, water, gutter, airport, sidewalk, painting, sign and street light maintenance; irrigation systems; provisions of the California Vehicle Code and other ordinances and rules involved in safe automotive operation on City streets; occupational hazards and standard safety practices.

**Ability to:**

Perform skilled construction and maintenance tasks; read and interpret maps, sketches, drawings, specifications and technical manuals; read and interpret complex federal and state regulations regarding such things as traffic controls, herbicide applications, etc.; perform labor intensive manual tasks for extended periods of time; train semi-skilled and unskilled workers; keep accurate records; ensure safe working practices; work independently; understand and follow oral and written instructions; communicate clearly and concisely; establish effective working relationships with those contacted at work; respond to issues and concerns from the community.

**Skill to:**

Safely and effectively operate a variety of maintenance, construction and heavy equipment, tools, materials and vehicles.