



## **CITY OF HALF MOON BAY**

### **Job Specification**

**Class Title: Maintenance Worker I/II**

**Status: Non-exempt**

**Department: Public Works**

**Reports To: Public Works Superintendent**

**Employee Group: Local 39**

**Adopted by City Council/Resolution Number: August 21, 2018, C-2018-88**

**Modified:**

#### **DEFINITION**

The Maintenance Worker I/II is a flexibly staffed position that performs a variety of semi-skilled and skilled maintenance activities and operates a variety of equipment in the construction, operation, repair, and maintenance of City sewers, streets, parks, buildings, and facilities. The Maintenance Worker I/II plants, waters, fertilizes, removes, and trims trees and maintains and repairs parks, building facilities, and adjacent areas.

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

The Maintenance Worker I/II receive general supervision from Public Works Superintendent. May receive technical and functional supervision from a Senior Maintenance Worker.

#### **DISTINGUISHING CHARACTERISTICS**

The Maintenance Worker I is the entry-level class in the Maintenance Worker series that allows the incumbent to develop journey-level knowledge, skills, and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Maintenance Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the Maintenance Worker II class.

The Maintenance Worker II is the journey level class in the Maintenance Worker series. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, require prior experience in the construction and maintenance of streets, grounds or building-related facilities. Appointment to the higher class requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. The Maintenance Worker II class requires that the employee demonstrate the ability to operate heavy equipment such as a backhoe. All positions assigned to this class require the ability to work independently and exercising judgment and initiative. Duties will normally require the ability to operate the full range of mechanical equipment related to a specific assignment.

## **ESSENTIAL AND IMPORTANT DUTIES**

### **General Maintenance**

- Maintain a variety of records relating to vehicle and equipment inspections, and maintenance activity.
- Operate motorized vehicles and equipment on routine assignments in the loading, hauling, and unloading of materials and equipment.
- Perform routine inspection and preventive maintenance on assigned equipment. Refer defects or needed repairs to supervisor.
- Respond to emergency calls as necessary.
- Perform other maintenance duties as required.

### **Street Maintenance**

- Perform required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, pothole patching, ditch digging, storm drain maintenance, emergency storm work, and laying pipe and backfilling.
- Participate in concrete work such as curb, gutter, and sidewalk repair.
- Paint crosswalks, curbs, intersections, and repair traffic signs.

### **Parks and Grounds Maintenance**

- Rake leaves and clean walks, fields, courts, and other facilities. Perform general grounds cleaning, including picking up rubbish and paper.
- Plant trees, flowers, lawns, and shrubs. Water, weed, trim, mow, seed, renovate turf, shrubs, trees, and flower beds.
- Apply pesticides and herbicides to control for unwanted pests and invasive plants.
- Remove dead, broken, and undesired branches and tops of trees using saws, axes, and other hand and power tools.
- Install, maintain, and repair irrigation systems and drinking fountains.
- Operate mowing equipment, edgers, sprayers, tractors, and a variety of hand and power tools and equipment used in park and landscape maintenance work.
- Perform routine preventive maintenance on mowing equipment and hand and power tools used in the work.

### **Building Maintenance**

- Patch and plaster walls; paint the interior and exterior of buildings.
- Install, maintain, and repair restrooms, sinks, toilets, and drinking fountains.
- Replace light bulbs and notify Superintendent of and necessary repairs to buildings and facilities.

### **Custodial Maintenance**

- Collect trash and garbage.
- Dust, clean, and polish furniture, woodwork, light fixtures, and office equipment.
- Wash windows, clean restrooms, sinks, and counters, and replenish supplies.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Equipment, materials, methods and procedures used in maintenance, construction and repair activities or grounds, facilities, and equipment.
- Safe operation and maintenance of various tools and equipment.
- Occupational hazards and standard safety precautions necessary in maintenance work.
- Pesticide, herbicide, and fertilizer hazards, application methods, and storage requirements.
- Applicable Federal, State, and local laws, rules and regulations.
- Applicable national and local building and construction codes.
- Record keeping procedures and requirements.
- Plumbing and irrigation methods and materials.
- Repair and replacement of minor electrical fixtures.

**Skill to:**

- Safely operating motorized vehicles and heavy equipment.
- Operating a two-way radio and other communications equipment.
- Safely performing physical tasks for extended periods of time.
- Safely operating a variety of tools and equipment used in street maintenance and construction, parks maintenance, and buildings and facilities maintenance.
- Painting using brushes, rollers, and spraying equipment.
- Performing a variety of heavy manual tasks, occasionally under severe weather conditions.

**Ability to:**

- Read, understand, and carry out verbal and written instructions.
- Understand, interpret, explain, and apply applicable laws, codes, and regulations.
- Perform basic mathematic computations.
- Interact effectively with co-workers, City personnel, contractors, and the public.

**EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the essential and important duties for this position is required. A typical qualifying background for the Maintenance Worker I position would be graduation from high school or a GED equivalent and a general knowledge of municipal maintenance practices. The minimum requirements for the Maintenance Worker II position are one year of experience performing duties comparable to that of a Maintenance Worker I and demonstrating the ability to operate heavy equipment properly and safely.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Maintenance Worker I/II is required to use hands to manipulate, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee in this position is frequently required to stand and talk or hear, and is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

### **WORKING CONDITIONS**

While performing the duties of this position, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and encounters the risk of electrical shock. The noise level in the work environment is usually loud.

### **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possession of a valid Class C California Driver's License