

MAINTENANCE WORKER I
MAINTENANCE WORKER II

DEFINITION

To perform a variety of semiskilled and skilled work in the maintenance of streets, parks, water distribution, building and other public works areas; and to provide technical support to the Public Works department.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or non directly related work experience. Employees work under immediate supervision while learning job tasks.

Maintenance Worker II: This is the full journey level class within the Maintenance Worker series. This class is distinguished from the Maintenance Worker I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I

Receives immediate supervision from assigned supervisory personnel, and technical and functional supervision from higher level maintenance positions.

Maintenance Worker II

Receives general supervision from assigned supervisory personnel.
May exercise technical supervision over maintenance personnel.

CITY OF WINTERS
Maintenance Worker I
Maintenance Worker II (Continued)

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Handles complaints and answer questions from the public.

Operates a variety of heavy equipment such as dump truck, paver, and back hoe.

Performs general electrical, plumbing and carpentry work as needed.

Makes minor adjustments on service equipment; maintains tools and equipment in working order.

Maintains logs of daily activities.

May assist in other areas of public works.

May work weekends or off-season shifts as necessary.

Performs related duties as assigned.

When assigned to Water:

Maintains, replaces and repairs water lines; measures, cuts and thread pipe, as needed.

Cleans and monitors pump stations and related equipment.

Collects samples for laboratory tests, as necessary.

Performs emergency repairs to water lines, as necessary; establishes proper traffic control devices in doing such work.

Repairs, maintains and installs water meters and related service lines.

Conducts monthly water consumption readings of meters; performs visual inspection of meters and service lines for any possible leaks, malfunctions or abnormally high consumption readings; turns off water service as necessary.

When assigned to Parks:

Inspects park grounds, structures, medians and related facilities for safety, appearance and vandalism.

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EXAMPLES OF DUTIES

Cleans and clears park grounds, structures and playing fields of debris and hazardous conditions; sets up park and community facilities for special events.

Plants and maintains trees, shrubs, and plants; clears sites of weeds.

Performs a wide variety of semi-skilled tasks in the construction and repair of park and community facilities.

Operates light grounds maintenance equipment as well as a variety of hand and power tools.

When assigned to Streets:

Repairs street surfaces following water line repair including back filling trenches and evacuations.

Performs the maintenance, repair, construction and installation work of streets, parking lots, and traffic control signs.

Performs repaving, patching, overlaying chuck hole and crack sealing repair of asphalt.

MINIMUM QUALIFICATIONS

Maintenance Worker I

Knowledge of:

Common tools and materials used in assigned area of responsibility.

Basic repair and maintenance procedures and practices.

Safe work practices and policies.

Ability to:

Perform minor maintenance activities related to area of assignment.

Understand and follow oral and written instructions.

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Ability to:

Establish and maintain effective working relationships with those contacted in the course of work.

Work with the variety of hand tools related to public works maintenance.

Perform heavy manual labor.

Experience and Education

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

Experience:

One year of experience in construction or maintenance work in area of assignment including some semi-skilled assignments is desirable.

Education:

Equivalent to the completion of the twelfth grade.

Maintenance Worker II

In addition to the requirements for Maintenance Worker I:

Knowledge of:

Principles and practices of maintenance and repair activities related to area of assignment.

Pumps, valves and backflow devices.

City street system repair and maintenance.

Park and building maintenance.

Techniques and procedures in basic carpentry, metal, masonry, painting, mechanical and electrical work

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Ability to:

Operate motorized equipment such as loaders, rollers and backhoe.

Operate specialized job related equipment including hydraulic jackhammers and tampers.

Perform journey level semi-skilled maintenance duties.

Read and understand schematic diagrams.

Experience and Education

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

Experience:

Two years of experience in area of assignment equivalent to the Maintenance Worker I in the City of Winters.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate:

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

May require possession of, or ability to obtain, a herbicide or pesticide certificate.

May require possession of, or ability to obtain, a Grade I water distribution certificate.