

MAINTENANCE WORKER III

GENERAL:

Under the direction of and cooperation with the assigned Public Works or Parks Superintendent, coordinates, assigns and directs the work of maintenance crews in the performance of a wide variety of semi-skilled, skilled tasks and heavy manual labor related to the maintenance of City owned and operated facilities such as Sewer, Parks, Streets and Facilities.

This is the supervisory level position in the Maintenance Worker series. The assigned duties fit a pattern which has been established and will be explained as the need arises. All City employees are encouraged to ask questions and make suggestions related to improving job safety and efficiency.

SUPERVISION RECEIVED AND EXERCISED:

Immediate supervision is provided by management level staff. Provides supervision to subordinate technical staff.

REPRESENTATIVE ESSENTIAL DUTIES:

The job of Maintenance Worker III involves a variety of assigned tasks where the general public will register complaints and concerns. It is necessary that all employees become efficient at public relations and be able to take information and pass it on to their supervisor for review. The Maintenance Worker III, on regular occasion, supervises less experienced personnel, and reports hazards to their immediate supervisor and works a set number of hours in the performance of a wide variety of Parks and Public Works activities. May work other than normal hours when emergencies or callout situations occur. May work regularly with and directly supervise alternate labor resources. Coordination and direction of the work of maintenance crews along with the operation of power driven equipment are commonly required. The development and implementation of various programs, including: monitoring, assessment, evaluation, and testing for the Streets, Sewer and Parks Divisions are routine activity.

STREETS DIVISION

- Coordinate and participate in the application of hot and cold mix asphalt and related surface treatments in

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the maintenance and repair of City streets, alleys and parking lots.

- Operate specialized tools and equipment used to repair and maintain City streets, alleys and parking lots.
- Coordinate and participate in the cleaning and repair of storm drainage systems.
- Make street signs; install signs and posts and pavement markings.
- Coordinate and participate in City-wide snow and ice removal and sweeping program.
- Coordinate and participate in the repair and construction of new sidewalks, curbs, gutters and other incidental street improvements.
- Coordinate the Department's weed abatement program and vegetation management program.
- Coordinate the Department's pavement marking program
- Coordinate and participate in street municipal operations as they pertain to the city's Stormwater Management Plan and the Stormwater Pollution Prevention Plan.
- Participate in street light and signal light maintenance as necessary to insure continuous operation.
- Coordinate street closures as necessary.

SEWER DIVISION

- Coordinate and perform maintenance and repair of sewer collection systems.
- Coordinate and investigate the City's sewer collection and pumping system related problems by methods prescribed by the industry.
- Coordinate and perform the cleaning of sewer mains and laterals.
- Operate and maintain video analysis of sewer systems.
- Interpret sewer maps and charts.
- Monitor and adjust operations and perform maintenance of sewer lift stations.

FACILITIES DIVISION

- Coordinate and perform maintenance and repair of all City facilities.
- Coordinate and perform the City's janitorial services program for City facilities.
- Coordinate and perform remodeling projects.
- Become efficient in complying with basic electrical, plumbing and building codes for City facilities.
- Troubleshoot, coordinate and repair mechanical (HVAC), electrical, telecommunications, plumbing and other incidental facility systems.

PARKS DIVISION

- Coordinate activities such as clean restrooms, mow lawns, water grass, pick up trash, empty garbage cans, clean and maintain BBQ's and any related duties.
- Coordinate and perform parks daily maintenance routine.
- Operate a variety of specialized tools and equipment used in the maintenance of parks facilities.
- Coordinate and perform tree trimming.
- Coordinate and perform the planting and maintenance of a large variety of landscaping materials.
- Coordinate the fabrication, maintenance and installation of irrigation systems.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

- Principles of supervision.
- Department organization policies and directives.
- Principles, practices and procedures in a wide variety of the previously described public works and parks activities.
- Safe working procedures.
- Construction tools and equipment.
- Vehicle inspection procedures.
- Miscellaneous Building Codes (i.e. building, electrical, plumbing, etc.)
- Inspection practice/procedures for construction of public infrastructure/facilities.

Ability to:

- Establish and maintain cooperative and effective working relations with others in the course of duty.
- Comply with OSHA and City safety rules and policies.
- Perform heavy manual labor.
- Read and interpret construction plans and specifications.
- Apply appropriate building codes.
- Ability to effectively supervise staff.

PHYSICAL REQUIREMENTS:

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- Must be able to stand for great lengths of time during flagging operations for traffic control through construction zones and other observation/inspection duties.
- Must be able to walk while distributing written or verbal notices.
- Must be able to walk for extended periods from a City vehicle to multiple locations in order to perform duties.
- May be required to sit for great lengths of time while plowing snow or operating other equipment.
- Must be able to stoop, bend as to pick up debris or tools around a work site, or to plant and maintain landscaping materials.
- Must be able to maintain equilibrium on such things as ceiling beams, rocks, exposed pipelines, etc.
- Must have sufficient strength to climb ladders and stairs.
- Must be able to crouch, crawl and stand on tip toes for extended periods.
- Must be able to communicate and converse with others in person and on a 2-way radio.
- Must be able to work in confined spaces such as sewer manholes, attics, etc.
- Must be able and willing to learn how to use and implement use of a personal computer in the daily maintenance operations.

EDUCATION, CERTIFICATIONS, LICENSES AND EXPERIENCE:

- High school graduate or equivalent.
- One year of related construction experience preferred.
- A valid California class "C" driver's license is required along with the ability to obtain a class "B" license within 6 months from the date of hire.

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- Extensive (4 years minimum) vocational experience related to the typical duties required for a Maintenance Worker may be substituted for the high school diploma.
- **Certificates required as follows:**

Wastewater Collection - A grade one Wastewater Collection System Operators license or the ability to obtain one within six months from the date of hire is required for the appointment within the Wastewater Collection Division of Public Works.

Facilities - A Playground Inspection Certificate is required for the appointment within the Facilities Division of Public Works or the ability to obtain one within six months from the date of hire.

Parks - A Certified Pool Operator Certificate is required for the appointment within the Parks Division of Public Works.

Streets - An appropriate specialized certificate related to street maintenance or operations or the ability to obtain one within six months from the date of hire is required for the appointment within the Streets Division of Public Works.

GENERAL:

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

THE POSITION IS INCLUDED WITHIN THE CLASSIFIED SERVICE OF THE CITY OF GRASS VALLEY.

AN EQUAL OPPORTUNITY EMPLOYER