

MAINTENANCE WORKER II

GENERAL:

This is the journey level class in the Maintenance Worker series. The assigned duties fit a pattern which has been established and consists of duties in the Streets, Sewer, Facilities, and Parks Divisions.

Under general supervision, performs a wide variety of semi-skilled tasks, skilled tasks and is expected to perform heavy manual tasks related to the maintenance of City owned and operated facilities such as Sewer, Parks, Streets and Facilities in all types of weather conditions.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by Public Works management staff, Parks Superintendent, or a Maintenance Worker III.

REPRESENTATIVE ESSENTIAL DUTIES:

The following examples are typical illustrations of duties encompassed by the position classification and are not intended as an inclusive or limiting list. The duties of Maintenance Worker II involve a variety of assigned tasks some of which may involve communication with the general public that have registered complaints and concerns. It is necessary that all employees become proficient in sound customer service skills and be able to take information accurately and pass it on to their supervisor for review. The Maintenance Worker II, on occasion, supervises less experienced personnel, reports hazards to their immediate supervisor, flags traffic through construction zones, and may be assigned a wide variety of Parks and Public Works activities. Incumbents in this position may be required to work other than regular hours when emergencies or callout situations occur. Employees in this classification may be expected to work regularly with and occasionally indirectly supervise alternate labor resources.

STREETS DIVISION

- A. Spread hot and cold mix asphalt in the maintenance and repair of City streets, alleys and parking lots.
- B. Operate specialized tools and equipment used to repair and maintain City streets, alleys and parking lots.
- C. Clean and repair storm drainage systems.
- D. Make street signs, install signs and posts.
- E. Participate in snow removal.
- F. Repair and construct new sidewalks, curbs, gutters and other incidental street improvements.
- G. Perform Department's pavement marking program (i.e., painting).
- H. Perform the Department's weed abatement program.

- I. Expected to be proficient in the use and application of Material Safety Data Sheets.
- J. Expected to work continuously in a safe and efficient manner.
- K. Be proficient in the use of hand tools, equipment and machinery commonly used in Public Works applications.

SEWER DIVISION

- A. Perform maintenance and repair of sewer collection systems.
- B. Investigate the City's sewer collection and pumping system related problems by smoke testing or other methods prescribed by the industry.
- C. Perform the cleaning of sewer mains and laterals.
- D. Operate and maintain video analysis of sewer systems.
- E. Interpret sewer maps and charts.
- F. Monitor and adjust operations and perform maintenance of sewer lift stations.
- G. Assist/perform construction of new sewer mains, laterals and other facilities. Be familiar in the use of root removal chemical applications and proficient in the use and application of Material Safety Data Sheets.
- H. Expected to work continuously in a safe and efficient manner.
- I. Be skilled to a level where the incumbent is able to use computers to the point of generating and updating departmental forms and documents.

FACILITIES DIVISION

- A. Perform maintenance and repair of City facilities.
- B. Perform the City's janitorial services program for City facilities.
- C. Perform remodeling projects.
- D. Become efficient in complying with basic electrical, plumbing and building codes for City facilities.
- E. Troubleshoot, coordinate and repair mechanical (HVAC), electrical, telecommunications, plumbing and other incidental facility systems.
- F. Expected to be proficient in the use and application of Material Safety Data Sheets.
- G. Expected to work continuously in a safe and efficient manner.

PARKS DIVISION

- A. Knowledgeable in the proper maintenance of sports fields, playground and swimming pool areas and equipment. Clean restrooms, mow lawns, water grass, pick up trash, empty garbage cans, clean and maintain BBQ's and any related duties.
- B. Perform parks daily maintenance routine.
- C. Operate a variety of specialized tools and equipment used in the maintenance of parks facilities.
- D. Perform tree trimming.
- E. Perform the planting and maintenance of a large variety of landscaping materials.

- F. Fabricate, maintain and install irrigation systems.
- G. Be proficient in the safe and appropriate use of turf, swimming pool and other chemicals.
- H. Expected to be proficient in the use and application of Material Safety Data Sheets.
- I. Expected to work continuously in a safe and efficient manner.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

- Department organization policies and directives.
- Principles, practices and procedures in a wide variety of the previously described public works and parks activities.
- Safe work practices, procedures and principals.
- Construction tools and equipment.
- Vehicle inspection procedures.
- Various components of Material Safety Data Sheets (The "Employee Right to Know" Hazard Communication System).

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 tasks.
- Obtain confined space certification.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Working conditions in outside areas are subject to variations in temperature that may include wind, rain, snow and other elements. Requires ability to work outdoors in all weather.
- Lift and carry equipment, supplies and materials without assistance, including a jackhammer weighing up to 90 lbs., work on slippery and uneven surfaces, grasp and hold objects and tools with a full range of motion in wrists and arms, and hearing capacity sufficient to understand conversations.
- Must be able to stand for extended lengths of time during flagging operations for traffic control through construction zones.
- 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 extended lengths of time while operating equipment.
- Must be able to stoop or bend 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 talk 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 daily maintenance operations.

EDUCATION, LICENSES AND EXPERIENCE:

- High school graduate or equivalent.
- One year of job related experience required.
- A valid California class "C" drivers license is required along with the ability to obtain a class "B" or higher commercial drivers license within 6 months from the date of hire or prior to completion of probationary period.
- Possession and Maintenance of a Pool Operators Certification issued by local recognized authority is preferred, but not required.
- Obtain confined space certification.

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

THE CITY OF GRASS VALLEY IS AN EQUAL OPPORTUNITY EMPLOYER