

MAINTENANCE WORKER I
MAINTENANCE WORKER II
MAINTENANCE WORKER III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under supervision, performs a variety of maintenance and construction duties and operate public works/parks equipment. Initial hires and assignments are made to either the parks, streets/storm drainage, or water distribution/wastewater collection sections, although Maintenance Workers may be reassigned to any of the sections at any time for business or career development reasons.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I/II/III is a flexibly-staffed class series. Positions allocated to the I/II levels are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties.

Advancement from the II level to the III is flexibly-staffed; however, only a limited number of positions are allocated to the III level since these positions are responsible for the most difficult and complex maintenance/construction work for the preponderance of the time.

At the Maintenance Worker II and III levels, separate minimum qualifications and recruitments are permitted which allow for separate eligibility lists for each work section (Parks, Streets/Storm Drainage, or Water Distribution/Sewer Collection). Since the Maintenance Worker I class is the entry level with only minimal experience requirements, there are no separate recruitments conducted and hiring lists established. Rather, only one hiring list is established and all Maintenance Worker I positions are filled from the same list.

Maintenance Worker I is the entry level class. Initially under close supervision, incumbents learn basic maintenance, construction, and safety procedures. As experience is gained, there is greater independence of action within established guidelines and incumbents are expected to perform a broader scope of duties.

Maintenance Worker II is the experienced, journey level class, fully competent to independently perform the full range of the assigned maintenance and construction work. Specific duties will vary depending upon the section to which assigned. This class is distinguished from the next higher class of Maintenance Worker III in that the latter performs the most difficult, complex, and specialized maintenance/construction duties which require a higher level of skill and knowledge.

Maintenance Worker III is the advanced journey and highly specialized class. The class is responsible for performing the most difficult, complex, and specialized duties for

the preponderance of the time. Incumbents at this level are highly experienced and capable of handling the most difficult work and equipment across one or more assignments (Parks, Streets/Storm Drainage, Water Distribution/Sewer Collection, etc.). Examples of such advanced, specialized duties are: operating complex equipment with a high degree of skill; and, understanding, implementing, and acting as a project lead on projects that involve City standard specifications. This class is distinguished from the Senior Maintenance Worker in that the latter is the lead-worker and is responsible for assigning work to, and reviewing the work of, lower-level Maintenance Workers in addition to handling complex maintenance and construction assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following. For Maintenance Worker I, duties are performed at the entry/trainee level:

Maintenance Worker I/II:

General Duties (for all assignments):

- Perform a variety of skilled, semi-skilled, and unskilled maintenance and construction duties related to parks, streets/storm drainage, or water distribution/wastewater collection.
- Operate maintenance and construction equipment and power tools such as a dump truck, front-end loader, backhoe, grader, paving machine, compressor, jack hammer, paint sprayer, sand-blaster, concrete saw, and other related equipment and tools; maintain and perform preventative maintenance on assigned tools and equipment and related records.
- Respond to emergencies as needed.
- Utilize and adhere to proper safety precautions in all work performed.
- Maintain traffic control by use of signs, barricades, and safety cones.
- Maintain basic records of daily work performed
- Perform related duties as assigned.

For the Parks Assignment (in addition to the general duties):

- Provide manual labor as directed, including digging holes, removing trees, raking, removing trash/litter/debris/graffiti, and planting trees and shrubs.
- Take daily pool readings and perform maintenance activities including cleaning injection systems and strainers, replacing chemical injection lines, and adjusting chemical dosages.
- Perform carpentry work to replace or repair wooden fences, picnic tables, benches, signs, and par course facilities.
- Plant, prune, and maintain plants and trees.
- Assist in the repair and maintenance of irrigation facilities including controllers, drip systems, pipes, and sprinkler heads.
- Operate and maintain tractor, flail mower, aerator, and fertilizer spreader.

Streets/Storm Drainage Assignment (in addition to the general duties):

- Perform manual labor as directed, including digging, shoveling, brooming, removing broken concrete, asphalt, and other materials; clean storm drains and creeks.
- Perform rough concrete work on curbs, gutters, and sidewalks.

- Paint and stripe city streets, curbs, parking lots, and crosswalks.
- Prepare, install, and repair City signposts.
- Assist in forming, pouring, and finishing concrete sidewalks, curbs, gutters, driveway approaches, and catch basins.
- Mix, rake, and compact asphalt.
- Perform storm drain maintenance using appropriate equipment.

Water Distribution/Sewer Collection Assignment (in addition to the general duties):

- Assist in the installation, removal, maintenance, and repair of pipes, valves, and water meters.
- Assist in the repair of water and sewer lines and related facilities.
- Read water meters.
- Operate and maintain equipment used in maintenance activities including jack hammers, compaction equipment, and air compressors.

Maintenance Worker III:

General Duties (for all assignments), in addition to the duties of the I/II:

- Handle the most complex and difficult assignments in each section requiring the highest degree of skill.
- Assist with the training of new Maintenance Workers.
- Provide input to the Seniors and Supervisors on work processes, safety issues, and efficiency issues.

Parks Assignment, in addition to the general duties and the duties of the I/II:

- Independently operate and maintain irrigation controllers.
- Troubleshoot to identify problems in irrigation leaks, controllers, and pool operation.
- Replace and repair irrigation lines, valves, sprinklers, and drip systems.
- Spray appropriate herbicides in all park and related areas.
- Operate and maintain the backhoe and dump truck.

Streets/Storm Drainage Assignment, in addition to the general duties and the duties of the I/II:

- Form, pour, and finish concrete for driveways, sidewalks, and containment areas.
- Prepare area for paving, put in asphalt, rake, and compact.
- Apply herbicides in street right-of-way areas.
- Operate and maintain roller.
- Assist in evaluation of pavement condition for the Pavement Management System.

Water Distribution/Sewer Collection Assignment, in addition to the general duties and the duties of the I/II:

- Independently operate backhoe in all areas including use of bucket, use of hoe, and extrication when stuck.
- Install and repair water service lines and mains and sewer mains and laterals.
- Perform water meter system activities including reading and installing meters, installing Touch Read/Pit Lid devices, and downloading meter routes.
- Inspect, test, repair, and document activities performed on backflow devices.

- Perform water flushing activities.
- Acquire, document, and provide flow data when necessary.
- Operate and maintain trailer mounted signboard.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Maintenance Worker I/II:

Knowledge of:

- Methods and techniques of general construction, maintenance, and repair related the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- Basic techniques of carpentry, plumbing, and painting.
- Techniques of concrete finishing and repair.
- Occupational hazards and standard safety practices.
- Basic techniques of water/wastewater line repair and maintenance.
- Construction principles and practices.

Ability to:

- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Operate a variety of vehicles and stationary mechanical equipment safely and effectively
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform a variety of journey level maintenance, construction, and repair work.
- Work independently with minimal supervision.

Maintenance Worker III:

Knowledge of:

- Methods and techniques of asphalt paving, forming concrete and finishing and repair.
- Advanced techniques of water/wastewater line repair and maintenance.
- Advanced techniques of parks, streets, and creek maintenance.
- City standard specifications and plans and their application to work assignments.

Ability to:

- Identify City approved plants and shrubs and their maintenance needs.
- Perform a variety of advanced assignments in construction and repair work in the area assigned.

Minimum Qualifications

Experience and/or Education:

Maintenance Worker I

One year of maintenance or construction experience involving manual labor and use of a variety of tools and equipment.

Maintenance Worker II

EITHER: Two years full-time experience as a Maintenance Worker I with the City of American Canyon –OR- Two years of general maintenance and construction work in one or more of the following areas: parks, streets/storm drainage, or water distribution/wastewater collection.

Maintenance Worker III

EITHER: Two years of full-time experience as a Maintenance Worker II with the City of American Canyon –OR- Four years of general maintenance and construction work in one or more of the following areas: parks, streets/storm drainage, or water distribution/wastewater collection.

Certificates:

All class levels:

Depending upon assignment, some positions may require one or more of the following certificates (Failure to obtain any of the required licenses is cause for release during probation):

- Water Distribution Certificate I and/or II within nine months of appointment to the position.
- Pesticide Applicator's License within nine months of appointment to the position.
- Certified Pool Operator's License within nine months of appointment to the position.

License Requirement:

All class levels:

- Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.
- Some positions may require a valid California Class A or B Driver License with Tanker Endorsement at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Evening, weekend, shift, standby, and/or on-call work is required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Maintenance Worker I	01/1992	12/2004 12/2012		4927	Non-Exempt	4
Maintenance Worker II	01/1992	12/2004 12/2012		4928	Non-Exempt	4
Maintenance Worker III	12/2004	12/2004 12/2012		4929	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____