



## **City of Greenfield**

# **PUBLIC WORKS MAINTENANCE WORKER I/II**

Effective Date: 7.2018

### **DEFINITION:**

This position is for the Street Maintenance Division and requires general knowledge of concrete and asphalt work and the overall maintenance, repair and construction duties as related to street maintenance.

### **CLASS CHARACTERISTICS:**

#### **Maintenance Worker I**

This is the entry-level classification in the Maintenance Worker series. Incumbents perform maintenance, repair and construction duties of a routine nature under close supervision. Positions at this level are distinguished from the Maintenance Worker II by the performance of less than the full range of duties as assigned to the journey level classification. This classification is typically used as a training classification in that incumbents have only limited related work experience. Incumbents work under immediate supervision while learning job tasks. The Maintenance Worker I may advance to the next level after gaining experience, obtaining required certifications, and demonstrating a level of proficiency that meets the qualifications of the Maintenance Worker II.

#### **Maintenance Worker II.**

This is the journey level classification in the Maintenance Worker series and is distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this classification may be flexibly staffed and are normally filled by advancement from the Maintenance Worker I classification

### **SUPERVISION RECEIVED AND EXERCISED**

Maintenance Worker I - Receives immediate supervision from a higher-level supervisory or management classification. This position exercises no supervision.

Maintenance Worker II - Receives general supervision from a higher level supervisory or management staff. This position exercises minimal supervision



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### Essential Functions

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the changing needs of the department.

- Maintain and remove trees and stumps for right-of-way clearance.
- Remove trash and debris from roadways.
- Perform weed abatement and vegetation control by use of chemicals, hand tools and power equipment.
- Operate power equipment such as weed whips, hedger, chain saw, gas blowers, and tractors for street maintenance.
- Set up traffic control for safe work zone areas including signs and flag stands.
- Perform street/traffic painting and striping activities.
- Clean and care for tools and equipment.
- Perform maintenance, repair and construction duties as related to street maintenance.
- Assists in performing block wall restoration and construction, sidewalk and driveway repair, and utility enclosure pad removal and replacement.
- Inspect and maintain storm drainage components such as channels and catch basins.
- Apply safe work practices in the public right of way.
- Perform a variety of semi-skilled tasks in the construction and repair related to street maintenance.
- Operate light maintenance equipment as well as a variety of hand tools and equipment.
- Perform related duties as assigned.
- Maintains logs and records of work performed and materials and equipment used.
- Excavates and prepares potholes, low spots and excavations related to patching holes on streets and alleys.
- Loads cold and hot mix, asphalt and patching oil; applies and finishes as required.
- Removes concrete, builds forms and repairs sidewalks and gutters that have been damaged and are trip hazards or need repair after tree removal;
- performs other concrete work around City as required.
- Prunes hedges and trees in street areas; removes trees as required.
- Empties trash containers and removes trash from landscaped areas and other City properties.
- Maintains logs and records of work performed and materials and equipment used.



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### **EDUCATION AND/OR EXPERIENCE:**

- High School diploma/GED and or an equivalent combination of education.

#### **Maintenance Worker I**

- One year performing unskilled or semiskilled maintenance or repair.

#### **Maintenance Worker II**

- Two years as a Maintenance Worker I with the City of Greenfield.

### **LICENSE / CERTIFICATE;**

#### **Maintenance Worker I**

- Possession of a valid California driver's license and the ability to be insured with the City's insurance carrier is required.

#### **Maintenance Worker II**

- Possession of a Class B driver license.
- Possession of a Qualified Applicator Certificate in as issued by the California Department of Pesticide Regulation.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Maintenance Worker I**

#### **Knowledge of:**

- Methods employed in basic laboring and maintenance work.
- Safe operation of power equipment.
- Basic knowledge of asphalt and concrete.
- Safe work practices.
- Use of standard hand tools.
- Basic computer skills.
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices



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### Ability to:

- Perform unskilled to semi-skilled tasks in the construction and maintenance of public works.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted during work.
- Drive light trucks.

### Maintenance Worker II

- In addition to the requirements for Maintenance Worker I:

### Knowledge of:

- Standard construction techniques.
- Operation of construction equipment

### Ability to:

- Make mathematical calculations of moderate difficulty.
- Understand, interpret and apply City policies to field situations.
- Operate a personal computer.
- Understand and carry out written and oral instructions. Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work.
- Perform minor cement and asphalt tasks.
- Operate and maintain a variety of power equipment and hand tools.
- Drive light trucks.
- Perform the full range of maintenance duties under minimal supervision

### QUALITIES OF A SUCCESSFUL PUBLIC WORKS MAINTENANCE WORKER:

- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Emotional Maturity
- Exhibits professionalism with internal and external customers
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter



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### ENVIRONMENTAL ELEMENTS

Employees work primarily outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### WORKING CONDITIONS

#### Environmental

#### Conditions:

Most duties in this class are performed under periodically disagreeable working conditions, working outside, sometimes in adverse weather, exposed to water, mud, dirt and grease; some positions may require more frequent exposure to disagreeable conditions including paint fumes, caustic chemicals, equipment noise and vibration, and dampness.

#### Physical

#### Conditions:

Most positions in this class require frequent lifting/carrying of objects weighing up to 25 pounds, and less frequently up to 50 pounds, stooping, kneeling, crouching, reaching and handling; some positions require the ability to lift objects weighing up to 100 pounds maximum with frequent lifting up to 50 pounds and the ability to climb.

May be required to work on evenings, weekends and holidays; and or Participates in after-hours emergency response and on-call and callback assignments

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of Greenfield employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.