

JOB DESCRIPTION

City of Patterson



Human Resources

MAINTENANCE WORKER II

JOB SUMMARY

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

Under general supervision from a designated Operations Supervisor, the Maintenance Worker II performs a variety of manual and semi-skilled work related to the maintenance, repair, operations, construction of facilities, City parks, and roadways; ensures the cleanliness, basic maintenance and repairs of city building, landscaped areas, and irrigations systems; assists with basic maintenance repair projects as needed; installation, maintenance, and repairs city streets and services, such as water and wastewater systems; safely operates an assigned vehicle, work-related equipment and manual and power-driven tools; may provide guidance to less-experienced Maintenance Workers; and performs related work as assigned.

The Maintenance Worker II: is the journey level in the Maintenance Worker classification series. Positions in this classification perform manual and semi-skilled work; receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating policies and procedures of the work unit. Positions in this classification are normally filled by advancement from the level I classification.

This classification is distinguished from the Maintenance Worker III in that the latter is the advanced journey/lead level classification that performs the most complex work related to the cleaning, maintenance, repair, and construction of facilities, City buildings, adjacent grounds, and parks, water and wastewater systems; and may provide direction and guidance in a lead capacity for a small crew on a variety of maintenance projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a designated Operations Supervisor, oversight from management staff; and may receive direction from a Maintenance Worker III.

Does not routinely exercise supervision of others but may provide training and guidance to less-experienced Maintenance Workers.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Performs manual labor and routine maintenance tasks required in the cleaning, maintenance and repair of City buildings, facilities, streets, parks, playgrounds, trees, landscaping, irrigation, water, and collections systems.

Learns to safely and effectively operate an assigned vehicle, and work-related hand tools, and power equipment.

Performs routine maintenance and cleaning of tools and equipment; and reports the need for major equipment and vehicle repairs.

Responds to inquiries and complaints from the general public regarding maintenance operations and procedures; refers as appropriate for a more in-depth response.

May assist in training to less experienced crew members, and guide work activities on assigned projects for part-time/seasonal employees.

When assigned to Building Maintenance

Cleans and sanitizes restroom facilities and fixtures; replenishes supplies in restrooms, kitchens, and other designated areas. Sweeps, vacuums, mops, scrubs, strips, waxes and polishes floors; shampoos and steam clean rugs and carpets.

Maintains exterior of assigned buildings and facilities; picks up debris and trash; cleans and/or paints graffiti; and pressure washes porches and exterior walls to remove dust and cobwebs on a regularly scheduled basis.

Makes adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems; cleans air vents and replaces filters as required; monitors and replaces weather stripping, as needed; and notifies management concerning the need for major repairs to building operating systems.

Replaces fluorescent and incandescent lamps; cleans lighting fixtures and replaces lenses.

Assists with building maintenance projects such as: the installation and maintenance of mechanical, heating and ventilation systems; inspection and maintenance of boilers; and maintenance of drywall, ceilings, and interior walls.

Requisitions supplies and equipment needed for cleaning and maintenance duties.

When assigned to Parks

Waters, mows, cultivates, prunes, weeds, renovates, and fertilizes grass, plants, trees, flowers, and shrubs.

Installs, maintains, and makes repairs to irrigation lines, valves, sprinklers, controllers, conduits, water regulators and pressure valves.

When assigned to Recreation:

Prepares and maintains athletic fields and related facilities; grades, fills, and shapes baseball diamonds

Performs semi-skilled and skilled work in a variety of trades using appropriate tools and equipment to maintain recreation facilities, buildings, and equipment; work includes routine carpentry, painting, plumbing, electrical and cement repairs, and basic equipment maintenance.

Maintains grounds and landscaped areas; weeds, cultivates, plants, fertilizes, and irrigates lawns; rakes, sweeps and vacuums leaves, and clears debris from walks, fields, courts, and other facilities.

Installs, maintains, and repairs water lines, irrigation, and sprinkler systems; changes and adjusts heads and may operate automatic control systems.

Maintains municipal swimming pool pumps, filters, and related equipment.

When assigned to Streets:

Performs light to heavy manual labor and semi-skilled and skilled maintenance and construction tasks required in the construction, maintenance, replacement and/or repair of City streets, gutters, drains, curbs, and sidewalks.

Performs daily DMV vehicle inspections; documents and inspects assigned equipment for safety and wear; greases and lubricates moving parts as required.

Prepares area for asphalt; oils area using a compressor; dumps, spreads, and rakes asphalt; seals, caps, and cleans area.

Sets forms for concrete; mixes, pours, spreads, and finishes concrete using appropriate tools and materials.

When assigned to Urban Forestry:

Identifies the need for pest and/or disease control and applies appropriate herbicides, pesticides, and other related chemicals to maintain City trees.

Working with concrete, asphalt and other building materials, repairs damage to adjacent grounds caused by the roots or removal of City trees

Installs irrigation systems required for ongoing tree maintenance; and repairs and replace irrigation systems damaged by tree roots or tree removal.

When assigned to Utilities (Collections, Water, Wastewater):

Performs light to heavy manual labor and/or unskilled to semi-skilled tasks required for the inspection, maintenance, repair and installation of water, and wastewater collection systems.

Exposes and excavates wastewater mainlines, manholes, laterals, storm water catch basins, pipelines, rock wells, drywells, basins, and other components of the system's infrastructure; breaks out and loads asphalt and concrete onto large dump trucks and transports to appropriate dump sites.

Reads sewer and storm drain system maps to locate manholes, sewer lines and connections; and identifies and marks utilities in response to Underground Service Alerts (USA).

Installs, maintains, and repairs water meters and related service lines and water distribution mains.

Assists with construction and improvement projects as assigned.

Performs skilled maintenance and minor repairs as appropriate; and refers major repair requirements to appropriate personnel.

Maintains the facility in a clean, orderly, and safe condition; and performs routine grounds maintenance work as needed, including painting and landscaping work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern methods, techniques, tools, materials and equipment used in the cleaning and maintenance of Public Works facilities, City buildings and adjacent grounds; basic construction trades practices including, carpentry, plumbing, painting, and minor electrical/mechanical repair; safety procedures related to mixing solvents and chemicals used for cleaning and maintenance work and the application of pesticides used to prevent insect and rodent infestation; operating characteristics of equipment used in janitorial and building maintenance activities; work safety procedures and practices; all applicable rules, codes and regulations, policies and procedures; and effective public service techniques.

Ability to: Understand and follow oral and written instructions; work independently in the absence of immediate supervision; perform light to heavy manual labor for extended periods; apply the proper procedures for mixing and using cleaning solvents and other chemicals used in janitorial and building maintenance work; apply proper procedures for herbicides, pesticides and other chemicals used; safely and effectively operate an assigned vehicle

and work-related hand and power tools and equipment; interpret applicable codes, rules and regulations, policies and procedures; follow work safety procedures and practices; assist with training and guiding the work activities of less-experienced Maintenance Workers; complete and maintain basic work activity and time reports and purchase requisitions; and establish and maintain effective working relationships with co-workers and the general public.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: Two (2) years of experience performing manual labor in public works, recreation, building, janitorial, landscape, grounds maintenance, or construction, comparable to those of a Maintenance Worker I in the City of Patterson, or an equivalent combination of education and experience, related to the assigned area or division. If assigned to Collections, Water, or Wastewater utilities operations is highly desirable.

License or Certificate: Possession of a valid California Class C Driver's License. Must be maintained as a condition of employment.

Possession of a valid California Class B commercial driver's license within one (1) year of appointment that must be maintained as a condition of employment, all divisions except Building Maintenance.

In addition to the above, the following are also required depending on area assigned:

If assigned to Building Maintenance:

Possession of an EPA 608 Technician certification within one year of appointment.

If assigned to Collections:

Possession of a Grade II certification or higher in Collection System Maintenance issued by the California Water Environment Association (CWEA), or the ability to obtain the certification within one (1) year of appointment.

If assigned to Parks:

Possession of a valid Landscape Industry Certified Technician (LICT) certification.

Possession of a current Qualified Applicator Certificate in Categories B (Landscape Maintenance and C (Right of Way) issued by the State of California Department of Food and Agriculture is desirable.

If assigned to Recreation:

Possession of, or ability to obtain CPO / AFO – Certified Pool Operator or Aquatic Facility Operator Certificate.

Qualified Applicator's License (Category B and C).

Certification from the Sports Turf Managers Association (CSFM) is highly desirable.

If assigned to Streets:

Possession of a Grade I certification or higher in Collection System Maintenance issued by the California Water Environment Association (CWEA) is desirable.

If assigned to Urban Forestry:

Possession of an International Society of Arboriculture Certification (ISA) or a Pesticide Qualified Applicator's License from the State of California is required within one year of appointment.

PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, crouch, reach with both hands and arms; to stand for long periods of time; to walk; and to sit for extended periods while operating vehicles and equipment; to lift, push, pull and carry objects weighing up to 45 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; to repetitively use both feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at an arm's length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

Essential duties of this classification are performed in both indoor and outdoor environments with limited exposure to varying weather conditions. Work is performed on a daily basis in an environment of constant noise; around machinery with moving parts; and with exposure to smoke, fumes, gas, dust, grease, oil, pesticides, chemicals and electrical energy. Frequently, incumbents perform duties on slippery and uneven surfaces and perform duties with hands in water; and occasionally, are subject to vibration while operating equipment. Incumbents are required to travel from site to site; and may be required to work evenings, on weekends and on holidays; and may be required to work overtime and irregular hours in emergency situations.

FLSA Status: Non-Exempt

Developed: July 2007

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