

**Definition:** Under general supervision, performs a variety of unskilled, semiskilled, and skilled manual tasks and related work as required in the water, streets, storm, facilities and collection system and parks divisions of the Public Works Department; safely and properly operate all equipment, tools, and vehicles required to accomplish assigned tasks; performs related duties as assigned.

**Distinguishing Characteristics**

**Maintenance Worker I** – This is the entry level in the Public Works Maintenance Worker series responsible for a wide variety of maintenance and construction tasks. This classification is alternatively staffed with Public Works Maintenance Worker II and under the flexible staffing concept. Positions in this class usually perform most of the duties required of Maintenance Worker II's but are not expected to function at the same skill level and exercise less independent direction and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern which has been established and explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the class series concept, positions assigned to the Maintenance Worker II class which become vacant may reasonably be filled at the Maintenance Worker I level for training purposes.

**Maintenance Worker II** – This is the journey level – advanced level class in the Public Works Maintenance Worker series. Positions within this class are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, requires prior experience in the construction and maintenance of streets, wastewater, storm water, traffic operations or traffic operations electrical systems. Appointment at the Maintenance Worker II level requires that the employee must be substantially performing the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to the specific functional assignment. The Maintenance Worker II is distinguished from the Maintenance Worker I by the complexity and independence of the work performed.

**Supervision Received**

**Maintenance Worker I** – Receives immediate supervision from higher-level staff progressing to general supervision with training and experience.

**Maintenance Worker II** – Receives immediate supervision from higher-level maintenance personnel. Technical or functional supervision may also be provided by higher level maintenance personnel. Assignments may require that II level position provide technical supervision to Maintenance Worker I personnel.

**Supervision Exercised**

**Maintenance Worker I** – No direct supervision exercised. May provide technical or informational guidance on a project basis.

**Maintenance Worker II** – Task assignments may require that the II level position provides supervision to Maintenance Worker I personnel.

**Duties and Responsibilities:** The duties and responsibilities listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Assists in ensuring that all City infrastructure complies with the City's level of service standards, including all transportation systems, storm/surface water management systems, City facilities and infrastructure, and park and recreation facilities; assists in identifying and requesting assistance for maintenance projects.
- Operates a variety of hand and power tools and equipment in the performance of assigned duties including: personnel hoists, tamping equipment, construction tools including asphalt rakes, shovels, hammers, tapping equipment, cement finishing equipment, chain saws and light mechanical equipment; ride-on and walk-behind mowing equipment; operates small trucks with manual or automatic transmissions and two-ton dump truck.
- Performs heavy labor, shoveling and lifting, in the construction and repair of landscaping, parks, sewers, streets, water and storm drain lines and services.
- Performs a variety of maintenance tasks under identified standards, policies, practices, and procedures including but not limited to: sidewalks, curbs, gutters and street pavement repair; pavement marking; sweeping; sign installation, removal, and repair; mowing; weeding; cleaning, installing, and repairing storm basins and systems; play equipment inspection and repair; maintaining public restroom facilities; landscaping; read meters; constructs forms, boxes, fences, walls, and barricades; and general building maintenance.
- Performs and responds to emergency calls including repair and installation of sewers, streets, water and storm drain lines and services; maintains the required response time in order to answer emergency, after hour and weekend calls for service.
- Cleans and maintains buildings and facilities, gutters, park pathways, floors, windows, and restrooms in parks and Civic Center complex, park equipment, streets, sidewalks, tools and equipment, parks medians, and other landscaped areas.
- Performs basic carpentry, cement work, oxyacetylene cutting and burning, and painting.
- Performs the handling and/or application of hazardous materials, fertilizers, herbicides, and other chemicals in accordance with applicable regulations and instructions.
- Maintains records of daily activities, purchase receipts, and inventories including reading meters and test samples.
- Treats all members of the public respectfully, courteously, and as a customer.
- Completes special projects as assigned; assists other departments as assigned.
- Maintains City easements and rights-of-way to be free of weeds and debris; performs upkeep of trees and vegetation.
- Properly uses construction tools including shovels, rakes, chain saws and light mechanical equipment.
- Perform related duties as assigned.

**Minimum Qualifications:**

**Knowledge of:** Principles, practices and techniques of public works and parks maintenance and repair; basic building maintenance and repair; automatic and manual irrigation systems; methods, practices, tools, equipment and materials associated with the work; construction, repair and maintenance techniques and applications of roads, parks, landscaping, buildings, and other public works infrastructure; knowledge of safety hazards and applicable safety precautions associated with the work; effective techniques of communication including verbal and written.

**Ability to:** Think and act quickly in emergencies; understand and carry out verbal and written instructions; meet standards of work performance; meet and maintain physical requirements of the job; establish and maintain cooperative relationships with those contacted in the course of the work; respond to work at any hour of the day or night as required during a disaster or other emergency situations; adhere to prescribed policies, procedures routines and practices; carry out assignments with minimal instructions; read and understand written instructions, equipment operation manuals and other written documents associated with the work.

### **Maintenance Worker I**

**Education:** High School Diploma or equivalent GED.

**Experience:** One year full-time in semiskilled construction maintenance or landscape maintenance work.

**License:** Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record and within six (6) months of hire, must possess and maintain a Class B California Driver's License with required air brake endorsements. Those assigned to the Water Division within one (1) year must possess and maintain a Class D-2 Water Distribution Certificate from the California Department of Health Services. Those assigned to the Collection Division, within one year must possess and maintain a California Water Environment Associations (CWEA) Grade I Collections Certificate.

### **Maintenance Worker II**

**Education:** High School Diploma or equivalent GED.

**Experience:** Two years full-time experience as a Maintenance Worker I with the City of Millbrae Public Works Department, or two years of experience with a comparable employer.

**License:** Possession of a valid California Class "C" and California Class "B" Driver's License with appropriate endorsements; meet requirements, maintain license and a good driving record. Those assigned to the Water Division must possess and maintain a Class D-2 Water Distribution Certificate from the California Department of Health Services. Those assigned to the Collection Division, must possess and maintain a California Water Environment Associations (CWEA) Grade I Collections Certificate.

### **Physical Requirements:**

Vision, hearing, and physical ability adequate to obtain and maintain a California Class B Driver's License; speak clearly and understandably. Requires moderate and sometimes strenuous exertion including bending, stooping, crouching, crawling, climbing, lifting, twisting, digging, carrying and/or handling material weighing up to one hundred (100) pounds. Work in confined spaces and wear protective equipment. May work in conditions that require exposure to noise, odors, chemical and biological agents, gases, and contact with sanitary wastewater; work at heights up to 20 feet; work in varying temperatures of cold and heat, and inclement weather for extended periods of time; work in conditions that may contain dust, mold and various chemicals.

### **Special Requirements:**

Ability to report to work at any hour of the day or night as required during a disaster or other emergency situations; must respond to the job site, within the designated time frame, in response to after hour and weekend service calls. Carry communication equipment in order to respond to after work hours.