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COMMUNITY SERVICES DEPARTMENT
OPERATIONS DIVISION
MAINTENANCE WORKER II

GENERAL DUTIES: Under direct supervision of the Operations Services Supervisor and/or the Senior Maintenance Worker, perform work in one of the three following sections as assigned: Parks and Landscape, Water, Streets/Sewers/Trees. Employees in this job classification may rotate/transfer between the sections noted above as determined by the City and will be required to fully meet the job requirements, including the obtaining of certifications, when assigned to a specific section for an extended period of time.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

Parks and Landscape Section:

1. Perform landscape and ground maintenance around public buildings, recreation facilities, rights-of-way, and open areas.

2. Perform irrigation maintenance and repairs as necessary.

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3. Remove garbage and litter from assigned facilities.

4. Clean and maintain park buildings and restrooms.

5. Assist in park development when required.

6. Perform or coordinate necessary plumbing, carpentry, painting, and related building maintenance and vandalism repair as assigned.

7. Work closely with the Recreation Division, other City departments, allied agencies, and the public to coordinate maintenance schedules with the use of assigned facilities.

8. Perform work in the support of the Recreation Division such as reservations, ball field preparation and clean-up, and special event preparation and clean up.

9. Take appropriate action when laws, regulations, and policies pertaining to public use of the parks and municipal facilities are not being followed.

10. May be assigned to work in different facilities throughout the City.

11. May coordinate requisition, procurement, and storage of janitorial supplies.

12. May perform support services during major functions that occur in City facilities.

Water Section:

1. Perform general maintenance work on the water system, as well as repairs and replacement of water mains, water services, fire hydrants and water meters.

2. Perform building maintenance on water system facilities.

3. Take water quality samples per State of California regulations.

4. Read water meters.

5. Perform backflow tests on City-owned backflow assemblies.

6. Perform cross-connection surveys on City and private premises.

Streets/Sewers/Trees Section:

1. Perform general maintenance and repair work involved in streets, sewers, trees, and storm drains.

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2. Perform work in carpentry, painting, and minor plumbing and electrical.

3. May assist in building maintenance as assigned.

All Sections:

1. Operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned.

2. Oversee the work of full-time, part-time, volunteers and others (such as Social Service and Department of Correction programs and individuals) as assigned. Fill in for Senior Maintenance Worker or Operations Services Supervisor in his/her absence as assigned.

3. Participate in related training programs.

4. Prepare and keep accurate records and reports.

5. Investigate service requests and complaints.

6. Conduct inspections.

7. Provide training to Maintenance Worker I's, Maintenance Assistants, and others (including Social Service and Department of Correction individuals) as assigned.

8. Perform disaster relief work as required.

9. Perform related work as necessary and required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

All Sections:

1. Operate a variety of equipment associated with maintenance work in assigned section.

2. Interpersonal and customer service skills necessary to work effectively with the public and fellow employees.

3. Leadership skills necessary to oversee and direct the work of other employees.

KNOWLEDGE: Knowledge of:

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Parks and Landscape Section:

1. Proper custodial practices and techniques related to building and restroom maintenance.

2. Principles of irrigation system design and maintenance.

3. Proper horticultural practices related to parks, municipal facilities, rights-of-way, and open areas, including, but not limited to:

   a. Cultivation, pruning, fertilization, irrigation, and proper cultural practices for lawns, flowers, trees, shrubs, and plants.
   b. Basic identification and cultural needs of individual ornamental and native plants.
   c. Identification of plant diseases and appropriate treatments.
   d. Identification of weeds and chemical and cultural methods of control.

All Sections:

1. Standard methods, materials, tools and equipment used in maintenance work of assigned area.

2. Rules and practices required by Cal OSHA in the safe performance of work.

3. Leadership principles and practices such as coordinating work, motivating the team, and resolving problems.

4. Operation and maintenance of assigned vehicles and equipment.

5. Laws, regulations and policies pertaining to assigned Section.

6. Proper safety practices and techniques related to lane closure and traffic control on public rights-of-way.

7. Correct English usage sufficient to understand, provide, and follow oral and written instructions and to prepare reports and complete necessary forms.

ABILITIES: Ability to:

All Sections:

1. Read and interpret advanced schematic and blueprint plans and maps pertaining to assigned Section.

2. Walk or stand for long periods of time.

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3. Perform medium to heavy manual/physical labor including lifting and carrying weighted objects.

4. Oversee and direct the work of others, including taking responsibility for the work to be performed by the crew.

5. Lift, pull, carry and move weighted objects.

6. Dig, rake, shovel, saw and perform other manual tasks.

7. Work out of doors under sometimes unfavorable weather conditions.

8. Express ideas effectively, orally and in writing.

9. Train and guide subordinates in work practices and methods.

10. Use hand and power tools.

11. Understand, follow, and provide verbal and written instructions and keep accurate records.

12. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.

13. Work in a safe manner.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:
1. Computer, keyboard and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Typewriter
8. Digital or Polaroid camera
9. Paper cutter and paper shredder
10. Specialized computer software, including the telemetry system
11. Handcart or dolly
12. Pager
13. Two-way radio
14. Safety goggles, gloves, hard-hat, shoes, earplugs, respirator, first-aid kit and safety vest
15. Meter reader and meter boxes
16. Chlorine barrels
17. Meter-reading interrogator

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18. Leak detectors
19. Chlorine machine
20. PH meter
21. Colorimeter
22. Confined space apparatus, tripod, oxygen sensor, full-body harness, and recovery wrench
23. Aerosol containers, muratic acid, hydrochloric acid, ascorbic acid, paint, thinners, P.V.C. glue, etc.
24. Broom and mop
25. Various hand tools such as rakes, shovels, pruners, hedge trimmer, trimmers (string or blade), backpack blower, sanders, dig bars, drills, crowbars, screwdrivers, pipe wrenches, hammers, electric drills, impact wrenches, etc.
26. Ladders and reservoir ladders equipped with a safety harness
27. Confined space apparatus, tri-pod, oxygen sensor, body harness, hand crank
28. Jumping jack, soil compactor, cement mixer, etc.
29. Water pump, welder, cutting torch, auger, pipe threader, pipe cutter, and drill press
30. Concrete saw, chain saw, chop-saw, and trench snapper, saber saw, circular saw, band saw
31. Air compressor, jackhammer, clay spade, impact wrenches, pneumatic nail gun, etc.
32. Traffic control barricades, cones, and signs and light bars
33. Automobiles, vans, trucks and large vehicles such as sewer trucks, water trucks, etc.
34. Heavy equipment, cat loader, dump truck, roller, backhoe, bobcat, forklift, chipper, turf tractor, tractor mower, trailers, asphalt spreader, sweeper, vactor truck, hydraulic truck with tools and generators, sign board, light bars, etc.
35. Paint truck and portable sprayer
36. Oiler, crack seal machine
37. Sign machine
38. Turf maintenance equipment, rototiller, mowers (push or riding), edger, turf vacuum, turf trucks, sprayers (3, 30, 100 gallon), seed and fertilizer spreader (hand and tractor-mounted), aerator (walk-behind/tractor-mounted), verti-cutter, tractor-mounted brush mower, etc.
39. Soil compactor, cement mixer
40. Irrigation controller

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during meter reading, traffic control, painting, sewer cleaning, laying of asphalt, hydrant flushing, when notifying residents of pending water shut-offs, pruning, etc.
3. Walking, during meter reading, pending water shut-offs, traffic-control, painting, laying of asphalt, marking of U.S.A. locates, backpack blowing, spraying, fertilizing, litter removal, irrigation inspection, mowing, lining ball fields, etc.
4. Stooping, during meter reading, repairing and installing meters, service taps, painting stencil pick up, traffic control setup, weeding, repairing irrigation, removing debris, etc.

5. Kneeling, when painting, repairing water lines, picking up stencils, repairing sewer and

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storm drain lines, pruning, repairing irrigation, repairing turf, hooking up trailers or equipment, etc.

6. Bending, when painting, repairing water lines, viewing sewer and storm drains, repairing drains, raking asphalt, shoveling, picking up stencils, marking U.S.A. locates, setting up traffic control, shoveling, raking, pruning, lining ball fields, repairing irrigation equipment, etc.
7. Climbing, when working in and on heavy equipment, climbing reservoir ladders, painting, or when out in the field, etc.
8. Twisting, when watching for traffic, moving a barricade or cone, shoveling, turning hydrant valves, using paint stencils, spraying, operating equipment, etc.
9. Pushing/Pulling, when loading and unloading vehicles, raking asphalt, laying concrete, preparing to paint, raking, lining ball fields, mowing, fertilizing, etc.
10. Lifting, meter boxes, concrete sacks, sewer and storm drain lids, barricades, cones, fertilizer bags, seed bags, garbage bags, field lining chalk, and unloading tools or equipment, etc.
11. Carrying, interrogator, hand tools, rake, shovel, cone, stencil, radio, field equipment, stencils, etc.
12. Dragging, while moving a meter lids, manhole covers, hoses, concrete sacks, sand bags, garbage bags, irrigation pipes, tree branches, etc.
13. Driving, when performing maintenance and repairs, purchasing or delivering supplies, or attending meetings and training.
14. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs similar physical activities but to a lesser degree, when handling files, books, binders, and boxes of work materials.

SENSORY DEMANDS:

Maintenance workers spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses throughout their workday, especially when working with light and heavy equipment or tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, or camera:

1. Seeing, color vision is necessary when identifying color-coded signage and when painting and marking U.S.A. locates. In addition, hand signals are used when verbal communication is compromised around loud machinery or in traffic conditions. Also, vision helps maintain landscape and turf appearance.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others. Also, necessary when performing hydrant flushing, leak detection or when monitoring faulty equipment.
3. Speaking, employee must be able to communicate with co-workers, customers and the public.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working with various tools, equipment, and chemicals.

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5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:
1. Indoors: Typical office conditions, approximately 10% of the time.
2. Flooring: Linoleum, tile, wood, concrete and carpet.
3. Noise Level: Conducive to office settings with phones, copiers, air conditioning, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating or air conditioning unit.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:
1. Outdoors: Typical field conditions, approximately 70% of the time.
2. Travel: Under varying conditions via automobile, from 20% of the time.
3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise from trucks, chainsaws, chop-saws, rollers, mowers, edgers, trimmers, backpack blowers, radios, street traffic, electric motors and other equipment.
5. Lighting: Conducive to day or night setting, but may also work in poorly lit areas such as below the ground in confined spaces such as utility vaults, storm drains, or open trenches.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions, depending on the time of the year.
7. Dust or Fumes: Normal to high outdoor levels associated with chlorine, paint, propane, gasoline, sewer gases, concrete dust, asphalt dust, vehicle exhaust, backpack blowers, trimmers, loading garbage bins, dust, pollen, etc.

HAZARDS:

When working in the field, mechanical, electrical or gas exposure is low to high, depending on the specific work being performed. Exposure is higher than normal around heavy equipment, and employees must always be aware of their surroundings to avoid injury to others or to avoid damage to unexposed electrical, gas or water lines. There is also exposure to biological waste products or bodily fluids when working in the sewer system. In addition, there is some exposure to mechanical hazards when utilizing a vehicle. Employees may also assist in controlled burns and extreme caution must be taken to avoid burns and smoke inhalation. Also, when cleaning restrooms, removing litter or performing other duties, employees must take precaution when working with biological waste products and bodily fluids. Poison oak and a variety of insect bites or stings are also common hazards and employees should be aware of allergic reactions in order to protect against injury.

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Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure occurs due to fumes from chlorine, acids, paints, vehicle exhaust, propane, acetylene, sewer gases, gasoline, solvents, chemicals, fertilizers, dust, or other materials when working out in the field.

Some exposure to exhaust fumes occurs in the office due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Minimum twelfth grade education or a G.E.D.

2. Three years experience in public works maintenance areas such as water, sewer, streets, trees, parks, landscape, or other related areas. Prior work for a public agency preferred.

3. Proficient in the use of tools, equipment, and vehicles used in public works maintenance areas such as water, sewer, streets, trees, parks and landscape.

4. When assigned to the Parks and Landscape Section, must possess, or obtain within twelve months from appointment, upgrade or transfer to this position, a valid Qualified Applicators Certificate with a minimum of two Categories (one of which must be a Category B – Landscape Maintenance).

5. When assigned to the Water Section, must possess, or obtain within twelve months from appointment, upgrade, or transfer to this position, a Grade II Water Distribution Operator Certificate issued by the State of California.

6. When assigned to the Street/Sewer/Tree Section, may be required to possess, or obtain within twelve months from appointment, upgrade, or transfer to this position, a CWEA Collection System Maintenance Certification Grade I. This requirement, when enforced, applies to employees appointed, upgraded or transferred after May 1, 2003. Employees hired in to this position after May 1, 2003, must be able to demonstrate proficiency in the use of the following list of equipment: backhoe, front end loader, dump truck, chain saw, compressor jack hammer, Tiger mower/flail, Vactor truck, aerial lift, pressure washer, forklift, chipper, bob cat, paving box, water truck, sweeper, concrete/asphalt saw, emergency lights, oxy-acetylene cutting and welding torch, and arrow and message board.

7. When assigned to the Water Section, may be required to obtain a Backflow Prevention Assembly General Tester Certificates within twelve months of hire, transfer, or notification

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that the certification is needed.

8. When assigned to the Water Section, may be required to obtain a Cross Connection Control Program Specialist Certificate within twelve months of hire, transfer, or notification that the certification is needed.

9. When subject to assignment on paid standby duty, must reside within sixty (60) minutes normal driving time of the City Corporation Yard. Normal driving time is the most direct route, at the speed limit. This applies to personnel hired after March 15, 1988. Current employees, who as of March 15, 1988 are on paid standby, must comply with the driving time requirement.

10. May be subject to scheduled 7 day paid standby duty on a rotating basis.

11. May be subject to weekend work, work on holidays, and varied shifts.

12. Subject to recall and/or emergency basis.

13. Possess, at time of employment, and maintain during employment a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicle(s).

14. Possess and maintain a valid California Class (A) Driver License within twelve (12) months of hire. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing at such time the employee possesses a commercial license permit or a commercial license. Employees hired and working as a full-time Maintenance Worker II in the Parks Section prior to June, 2003 and who are in "fixed" positions do not have to comply with this requirement. For these employees, item #13 above applies, with the employee possessing and maintaining a valid California Driver License (Class C) and a safe driving record.

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15. Pass a post-offer medical examination, which includes a drug test.

16. Pass a Department of Justice criminal record check for employment.

17. Prefer non-tobacco user.