

CITY OF HERCULES

MAINTENANCE WORKER I/II

\$22.3885 - \$28.5741 Hourly (I) / \$28.2030 - \$35.9949 Hourly (II)
\$44,239.68 - \$56,462.44 Annually (I) / \$55,729.13 - \$71,125.87 Annually (II)

Class specifications are intended to present a descriptive list of the range of duties and responsibilities performed by employees in the class. Specifications are not intended to reflect all duties performed by individuals within a classification. Additionally, specifications are intended to outline minimum qualifications necessary for entry into the class within the job and do not necessarily convey the qualifications of the incumbents within the position.

DEFINITION:

To perform a variety of semi-skilled maintenance activities on City streets, parks and related facilities, and to perform related duties as assigned including maintenance and construction work.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I is an entry-level class in the Maintenance Worker Series. Under general supervision, learns to perform a full array of duties assigned, usually more routine, less complex tasks; duties that allow the incumbent to develop journey level knowledge and abilities. This class is typically an entry-level incumbent performing routine functions and assignments within an established procedural framework where there are minimal consequences of error. The series includes a wide variety of maintenance, construction and repair duties. Employees may have only limited or no direct related work experience.

Maintenance Worker II is a full journey-level class within the Maintenance Workers series in which incumbents are expected to work independently performing a full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks, including operation of various maintenance machines and equipment. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level, or when filled from outside, with prior experience. May be expected to perform Maintenance Worker I duties from time to time.

SUPERVISION RECEIVED / EXERCISED:

Maintenance Worker I receives immediate supervision.

Maintenance Worker II receives general supervision. May act as project lead on occasion.

ESSENTIAL FUNCTIONS:

- Operate maintenance equipment and power tools such as, but not limited to the dump truck, backhoe, trencher, torches and welding equipment; maintain hand tools and assigned equipment, perform preventative maintenance.
- Maintain parks, parkways, athletic fields and medians; pick up garbage and debris; prune trees and shrubs; clean and weed flowerbeds.

CITY OF HERCULES

- Perform maintenance on park facilities; clean and maintain restrooms and water fountains; perform maintenance and repair on playground equipment.
- Utilize proper safety precautions related to all work performed.
- Perform pool maintenance functions; ensure proper pool operation; check for chlorine leaks and filtration malfunctions.
- Inspect and maintain assigned City building and facilities; ensure proper lighting of facilities; perform general custodial duties; restock janitorial supplies.
- Coordinate and participate in Contra Costa County Sheriff's Office Work Alternative Program; transport program participants to assigned locations; oversee work of program participants.
- Install, repair and replace City sign posts and signs; fabricate signs using squeeze roller applications.
- Respond to law enforcement and fire protection emergencies on a 24-hour basis; assist law enforcement and fire protection staff as required.
- Perform street intersection striping.
- Perform general pothole repairs on City streets.
- Prepare surfaces for sidewalk replacement; including breaking up and removing paved surfaces, digging, shoveling, hauling and unloading materials and mixing cement.
- Inspect and perform maintenance on Refugio Valley Creek and other riparian rights of way.
- Inspect and perform maintenance on City earthen swales & concrete "V" ditches.
- Cleans storm drains, culverts, drain ditches and catch basins, including repair or installation of pipe for drains and catch basins.
- Constructs and repairs storm conduits, curbs, gutters and drainage facilities; including repairing drains.
- Monitors Street Sweeping Contract to ensure that work and frequency complies with the City NPDES Permit.
- Supports Fire District on all hazardous material spills control call outs.
- Inspects and maintains all storm drain outfalls within the City for all hazardous material flows.
- Perform building maintenance; including diagnostic and minor carpentry, plumbing, electrical and welding repairs in City owned buildings.
- Responds to questions and concerns from the general public; providing information as appropriate and resolving public service complaints.

QUALIFICATIONS – MAINTENANCE WORKER I

Knowledge Of:

Basic principles and practices of general maintenance and repair related to the area of work assigned. Must have general operational characteristics of mechanical equipment and tools used in area of work assigned. Must have general knowledge of construction methods, materials and terminology. Must have general knowledge of basic safety precautions and practices necessary in working with hand tools, light equipment and vehicles.

CITY OF HERCULES

Ability To:

- Learn to perform a variety of maintenance and repair work in area of work assigned.
- Perform variety of unskilled and semi-skilled carpentry work on City buildings and structures.
- Perform basic installation and repairs on walls, windows and doors.
- Perform minor electrical repair work
- Perform minor plumbing maintenance work
- Learn occupation hazards and standard safety practices.
- Properly place cones, barricades and warning devices and direct traffic at job sites at City functions as necessary.
- Operate a variety of vehicular stationary mechanical equipment in a safe and effective manner.
- Perform heavy manual labor.
- Understand and follow oral and written instructions. Read and interpret maps, manuals and specs.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity that allows for effective interaction and communications with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Participates in general painting work, using brushes, rollers and spray equipment.
- Empty park trash containers, clean walkways, restrooms and other park facilities.
- Pick up litter, trash, debris and load trimmings on trucks.

QUALIFICATIONS – MAINTENANCE WORKER II

Knowledge Of:

Advanced principles and practices of general maintenance and repairs related to the area of work assigned. Must have operational characteristics of mechanical equipment and tools used in area of work assigned. Must have knowledge of occupational hazards and standard safety practices.

Ability To:

- Ability to perform all requirements of Maintenance Worker I
- Ability to work independently without supervision.
- Perform a variety of advanced maintenance and skilled repair work in area of work assigned.
- Perform variety of semi-skilled and skilled, rough and finished carpentry work and plastering, on City buildings and structures.
- Perform installation and repairs/ replacements on walls, windows and doors.
- Build articles of wood such as platforms or podiums.

CITY OF HERCULES

- Perform minor electrical repair work relating to electrical equipment and all apparatus related to heating, air conditioning and electrical systems.
- Perform minor plumbing maintenance work inspecting, repairing and connecting pumps, plumbing fixtures.
- Builds forms, mixes, pours and finishes concrete.
- Performs building cleaning work, including scrubbing, mopping, sealing and waxing of floors; including cleaning and disinfecting of bathrooms.
- Independently maintains ground facilities and buildings assigned to parks.
- Ability to plant, transplant, remove, fertilize and trim trees.
- Have knowledge of occupation hazards and standard safety practices.
- Operate a variety of vehicular stationary mechanical equipment in a safe and effective manner, including gang mowers, edgers, tractors, loaders, rototiller, chain saws, and other park related maintenance equipment.
- Performs a variety of semi-skilled duties in street maintenance construction, including removing and replacing road materials; preparing surfaces for paving, breaking and shoveling asphalt.
- Operate light to moderately heavy power and maintenance construction equipment, including loaders, rollers, and backhoes.
- Operate a variety of trucks including loading and unloading.
- Operate a variety of air tools, including jackhammers, welders, grinders and related tools.
- Perform duties including backfilling of trenches and excavating.
- Under supervision may operate motor graders, dozers and other heavy equipment, including cleaning tools and servicing equipment.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity that allows for effective interaction and communications with others.
- Maintain physical abilities appropriate to the performance of assigned duties and responsibilities. Proper training and skills, lifting, loading and fit for the duty assigned.
- Maintain assigned areas without close day-to-day supervision.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Maintenance Worker I/II possessing the equivalent of:

Maintenance Worker I

Six months work experience as a laborer in construction, maintenance or landscape work. Must possess a high school diploma or equivalent.

Maintenance Worker II

CITY OF HERCULES

Three years work experience in construction and maintenance of streets and public facilities. Must possess a high school diploma or equivalent.

LICENSE/CERTIFICATES

Maintenance Worker I

Possession of a valid California Driver's License, Class C.

Maintenance Worker II

Possession of a valid California Driver's License, Class C. Possession of a valid California Driver's License, Class B may be required in some instances.

BOTH POSITIONS REQUIRE THE FOLLOWING

ABILITY TO WORK SAFELY

Following Safety Rules and wearing protective gear including but not inclusive of head gear, ear plugs, hard hat, protective clothing and any required gear that is expected as an essential protective gear for general functioning in your daily duties.

The ability to perform activities with a schedule, maintain regular attendance and to be punctual within specified tolerances; to complete normal workday and/or work week.

Ability to get along with co-workers or peers without exhibiting extreme responses; to work activities requiring negotiating with, instructing, supervising, persuading or speaking; to respond appropriately to criticism from supervisor.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, and stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily routines. The position requires both near and far vision when inspecting work and operating assigned equipment. There is a need to lift, carry and push tools, equipment and supplies weighing about 90 pounds or more and perform substantial heavy physical labor. Additionally, this position works in all weather conditions; including wet, cold, hot and dry. The position may require the use of chemicals, exposing the employee to fumes, dust and air contaminants. The work by nature may require climbing ladders, use of power / noise producing tools and equipment. The position may require driving motorized vehicles and heavy equipment, also work in heavy vehicle traffic conditions. Incumbent may be required to respond to after hours emergency call outs, work weekends/ alternative shift schedules.

Physical Demands and Conditions

- Works indoors up to 33% outdoors 34%-67% may be constant

CITY OF HERCULES

- Exposure to excessive noise up to 33% occasionally, frequently 66% or more
- Driving 34%-67% and more if required for specific projects
- Hearing-Normal conversation 33%-66%
- Telephone 33%-66%
- Talking 33%-66%
- Vision Acuity Near 34%-66%
- Visions Color up to 33%
- Field Vision up to 33% may require more
- Lifting 51-75 pounds frequently and 50lbs or approximately 33%.

Please initial and acknowledge that you will adhere to safety rules, interpersonal skills request and protective gear requirement and understand the duties expected of you as an employee in your current position

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor's signature

Date

FLSA: Non-Exempt