

CITY OF RIVERBANK

MAINTENANCE WORKER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a variety of unskilled or semi-skilled maintenance work on the City's streets, storm drains and sewers; operates a variety of equipment in the construction, repair, maintenance, and replacement of City infrastructure and related systems; operates equipment, power and hand tools; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of less experienced personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I

The **Maintenance Worker I** is the entry-level class in the Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Street Maintenance Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Maintenance Worker II

The **Maintenance Worker II** is the journey level class in the Maintenance Worker series which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to streets, sewers, and storm drains. This classification is alternatively staffed with Senior Maintenance Worker, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

SUPERVISION RECEIVED/EXERCISED:

Maintenance Worker I

Receives supervision from the Public Works Supervisor. Incumbents in this class do not routinely exercise supervision.

Maintenance Worker II

Receives supervision from the Public Works Supervisor. May exercise technical and functional supervision over lower level personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Learns to perform and performs work in the construction, maintenance, or repair of streets, sewers, storm drains, curbs, gutters, and sidewalks; repairs or installs regulatory signs; installs street lights; performs street sweeping and graffiti removal.
- Operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; works with a variety of outside contractors; responds to after hours call-outs as assigned.
- Demonstrates understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides customer services and information, as is appropriate, and resolves public service complaints.
- **When assigned to Streets:** Performs concrete, sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs, crack sealing and patching, and all street repairs; lays asphalt; operates concrete saw to prepare cuts for repairs or encroachments; clears roadside and other City properties by cutting brush, raking, and hoeing; performs removal, repairs, or fabrication of street signs; uses sand blast equipment; paints facilities to remove graffiti; repaints surfaces to restore finishes; performs traffic striping and painting; paints traffic legends and curbs; paints other public facilities and equipment as assigned; installs, removes, and repairs guard rails and barricades.
- **When assigned to Sewers:** Assists in the installation and repair of sewer lines; unplugs sewer lines as needed; removes and cleans sewer pumps; sends pumps for repair or replaces as needed; operates tools and equipment necessary for removing asphalt and concrete in the performance or sewer installation or repair; performs traffic control; performs lift station maintenance and monitoring.
- **When assigned to Storm Drains:** Assists in the installation and repair of storm drain lines; cleans/clears storm drains and catch basins; checks storm drain ponds, pumps, and monitoring system for normal operation; prevents flooding of storm drains as needed; operates tools and equipment necessary for removing asphalt and concrete in the performance or storm drain installation or repair; performs traffic control.
- Assists other Public Works divisions when required; answers emergency calls from the public and other agencies taking appropriate action.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. The incumbent may use chemicals and lubricants which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and biological hazards. The nature of the work may also require the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, and work in heavy

vehicle traffic conditions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee frequently works in all weather conditions, including wet, hot and cold, and is frequently exposed to vibration and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The incumbent is required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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

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**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Maintenance Worker I

Willingness to learn and perform duties associated with street maintenance and one year of experience in general street maintenance work, and a high school diploma or equivalent.

Maintenance Worker II

In addition to the above, one year of experience in street, sewer, and storm drain maintenance equivalent to that of a Maintenance Worker I in the City of Riverbank.

License/Certificate:

Maintenance Worker I

Possession of, or ability to obtain, a valid Class C California driver's license.

Maintenance Worker II

Possession of, or ability to obtain, a valid Class B California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Common tools, power equipment and materials used in streets, sewer, storm drain, and general public works maintenance; techniques and materials used in the maintenance and repair of streets, gutters, sidewalks, sewers, storm drains, and related facilities; operations and maintenance of a wide variety of construction hand and power tools and equipment; ; traffic control at job sites; mechanical ability and comprehension; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance and repairs to the City's streets, storm drains, and sewers; understand and follow oral and written directions and rough working diagrams; to work effectively in a small group or alone, and without continuous supervision; analyze a complex issue, and develop and implement an appropriate response; get along well with the public; learn to and operate a variety of vehicular and mechanical equipment in a safe and efficient manner; learn safety operations and traffic flagging; perform heavy manual labor; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of vehicles, construction equipment and power and hand tools used in street maintenance and repair.