



TOWN OF YOUNTVILLE  
JOB DESCRIPTION

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**Maintenance Worker I/II**

**GENERAL PURPOSE**

Performs a variety of semi-skilled and/or skilled tasks and routine activities in the construction, operation, maintenance and repairing, of town parks, trees, facilities, streets, signs, sidewalks, pathways, water distribution, sewer collection system, storm drains, gutters and drainage facilities.

**SUPERVISION RECEIVED**

Maintenance Worker I

Receives immediate supervision from Maintenance Worker II progressing to general supervision over time with training and demonstrated work performance. May receive supervision from the Public Works Supervisor/Manager.

Maintenance Worker II

Receives general level supervision from the Public Works Supervisor/Manager and higher level staff.

**SUPERVISION EXERCISED**

Maintenance Worker I

Generally no direct supervision. May provide technical or informational guidance to other Maintenance Workers, part-time or seasonal workers.

Maintenance Worker II

Task assignments may require that the II level position provides technical supervision to other Maintenance Workers, seasonal or part-time workers. May be assigned as a lead worker.

**DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I

This is the entry level-journey level class in the Maintenance Worker series. 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 usually exercise less independent direction and judgment on matters related to work procedures and methods. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the Maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and continued demonstration of satisfactory job performance.

## Maintenance Worker II

This is the journey level - advanced level class in the Maintenance Worker series. Positions within this class are normally filled by advancement from the Maintenance Worker I class. Appointment at the level II requires that the employee be performing substantially 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.

### **EXAMPLES OF DUTIES**

Based on organizational need, employees may be assigned tasks in either of the Water, Streets, and Storm Drainage, Parks, or Facility Maintenance function areas. (There is a listing of typical job duties when an employee is asked to perform in that functional area of responsibility).

#### **When Assigned to Water functions:**

Duties can include but are not limited to the following:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and semi-skilled duties related to the installation, operation, and maintenance of water mains, valves, services, meters, hydrants, and other water supply and distribution system facilities at frequent intervals to insure that all aspects of the systems are functioning properly and in conformance with all Federal and State requirements and operating permit conditions; Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment; Maintains a variety of records relating to inspections, maintenance activities, water supply, treatment, distribution, and consumption; Reads and interprets water system maps, blueprints, and USA marking requests, and marks all underground service alert requests; Responds to service calls regarding water quality, pressure and leaks. Operates leak detection devices and pipe locating equipment. Inspects water meters and backflow devices for proper operations; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; Operates and maintains a variety of equipment, and tools including tractors, backhoes, dump trucks, compactors, concrete saws, jackhammers, chainsaws, compressors and numerous other types of light duty construction equipment and tools; Duties under this assignment are performed under the supervision of a licensed Water Operator.

#### **When Assigned to Parks or Facility Maintenance functions:**

Duties can include but are not limited to the following:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and unskilled duties related to the installation, operation, maintenance of town parks, grounds, paths, and open spaces. Mows and edges parks, facilities, and open

spaces. Waters and sprays shrubs, grass, trees and flowers. Prunes and trims trees. Fertilizes and aerates parks and facilities. Replaces sod and seeds lawns. Rakes, sweeps, and blows parks and grounds; Installs, inspects and maintains sprinkler systems, adjusts repairs and replaces timing mechanisms; Rakes, sweeps, picks up and removes leaves, trash, and debris from parks, grounds, paths, and open spaces; Installs, operates and maintains playgrounds, park benches, picnic tables, bocce courts, tennis courts, volleyball courts, paths, bike trails and other recreational facilities; May mix, apply, and store safely chemicals, pesticides, herbicides, fungicides and fertilizers under specific described amounts according to policies, safety procedures, and regulations; Safely operates and maintains a variety of hand and power tools and equipment including hand and power mowers, small tractors, spreaders, edger's, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms and other related tools. Operates dump truck, trucks, trailers and tractors with attachments; Performs moderately difficult work involving carpentry, plumbing, painting, electrical, HVAC, and other building and facility craft service duties related to the installation, operation, and maintenance of Town facilities, buildings, restrooms, grounds, and open spaces.

Performs and assists in a wide variety of routine, sometimes heavy, skilled and unskilled duties related to the installation, operation, maintenance of town facilities, grounds and open spaces like custodial duties including cleaning and sanitizing restrooms, mopping, carpet cleaning, shampoo rugs, strip floors, remove trash, reline trash receptacles, sweeping and changing light bulbs. Dust furniture, clean windows, and walls, clean rain gutters, and roofs. Restocks, orders, and maintains building, janitorial, and dog waste bag supply inventories; Installs, maintains, and removes equipment, supplies, and traffic control devices for Town events and prepares facilities, and grounds for public use; Records and maintains accurate records and files of all facility, buildings, and grounds.

**When Assigned to Streets or Storm Drainage functions:**

Duties can include but are not limited to the following:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and unskilled duties related to the installation, operation, maintenance of town streets, sidewalks, paths, trails, signs, traffic markings, trees, storm drain systems and open drainage systems; Performs street maintenance duties on asphalt surfaces including saw cutting, digs holes, excavates trenches, and fills potholes; Repairs sidewalks, curbs, gutters and sidewalks. Grinds sidewalks, curbs, and gutters; Paints traffic markings, crosswalks, parking lots, curbs, gutters and striping using stencils, legends, striping and taping equipment; Fabricates, installs, and repairs traffic/streets signs according to Manual of Uniform Traffic Control Devices (MUTCD), State, Local and Town standards. Performs carpentry in the fabrication of the Towns customized wood framed signs and posts; Installs, repairs, and trims street trees, repairs sprinklers, abates graffiti on all town facilities, grounds and open spaces; Installs, maintains, cleans

and repairs storm drain pipes, manholes, catch basins, trash racks and open drainage ditches; Safely operates and maintains a variety of hand and power tools and equipment including hand and power tools, small tractors, concrete saws, jack hammers, blowers, paint guns, compressors, propane torches, chainsaws, rakes, shovels, hoes, brooms and other related tools. Operates dump truck, trucks, trailers and tractors with attachments; Sets up, moves and removes temporary traffic control devices during construction, repairs or emergencies; Restocks, orders, and maintains street sign, striping supplies, drainage, trees and other street related inventories; Records and maintains accurate records and files of all streets and storm drain facilities.

### **PERIPHERAL DUTIES**

Establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and cooperation yard; Performs all duties in conformance to appropriate safety and security standards; Operates a personal computer utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines; May perform related custodial duties for Town facilities; In accordance with California state law, serves as designated emergency worker in the event of an emergency; May be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from high school education or GED equivalent, and
- (B) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

Methods, techniques, and tools used in the construction, operation and maintenance of Parks, Facilities, Grounds, Open Spaces, Streets and Storm Drain systems. Occupational hazards and standard safety practices including necessary OSHA regulations. Operation of equipment, vehicles, and tools commonly used in Parks, Facilities, Grounds, Open Spaces, Street and Storm Drain system, operation, and maintenance. Traffic laws, MUTCD regulations, traffic control, NPDES and safe worksite policies and procedures.

### **LICENSE/CERTIFICATES**

#### **All levels:**

A valid California Class C driver's license

**Maintenance Worker I:**

Obtain a California Department of Public Health Water Distribution Operator Grade 1 certificate and any one of the following; California Department of Pesticide Regulation Qualified Applicator certificate or California Department of Public Health Water Treatment Operator Grade 1 certificate or National Recreation and Park Association Playground Safety certificate or International Society of Arboriculture Certified Arborist/Municipal Specialist or International Municipal Signal Association Work Zone Traffic Control Safety Certification within 24 months from date of hire.

**Maintenance Worker II:**

Must possess a California Department of Public Health Water Distribution Operator Grade 1 certificate and any one of the following; California Department of Pesticide Regulation Qualified Applicator certificate or California Department of Public Health Water Treatment Operator Grade 1 certificate or National Recreation and Park Association Playground Safety certificate or International Society of Arboriculture Certified Arborist/Municipal Specialist or International Municipal Signal Association Work Zone Traffic Control Safety Certificate.

and

Obtain an American Water Works Association Backflow Prevention Assembly Tester, or Cross-Connection Control Program Specialist, or Water Use Efficiency Practitioner certification within 18 months from date of hire or advancement.

All required licenses and certificates must be current and valid as a condition of employment.

**PHYSICAL DEMANDS**

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 in compliance with Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell; The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

while performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours; The noise level in the work environment can occasionally be loud; Duties can include work during emergencies that are outside of the regular work schedule; this can be but is not limited to any time of day or night, weekends, and Holidays.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position; The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

Approval:       /s/ Steve Rogers        
                  Town Manager

Effective Date:       1-15-13

Revision History:

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