



Job Title: **Maintenance Worker I/II
(Streets/Parks/Storm)**
Department: Department of Utilities
Date: February 22, 2022
 Non-Exempt
FLSA Exemption: N/A
Job Reports To: Public Utilities Superintendent
Pay Grade: 1=4 /II=6
 Full Time

Job Description

Summary/Objective:

Maintenance Worker I is the entry level class in the Maintenance Worker series. Although trucks and other motorized equipment may be operated by a Maintenance Worker I, the equipment is used on a training basis for tasks which are repetitious in nature. Under this training concept, positions assigned to the class of Maintenance Worker II, which become vacant, may reasonably be filled by incumbents in Maintenance Worker I positions. General, technical, or functional supervision of Maintenance Worker I/II positions is provided by the Lead Worker or Public Utilities Superintendent. Maintenance Worker I/II positions may be assigned to any task specified by the Chief of Public Utilities, and/or Superintendents, including assisting other divisions. Duties will be specified according to assignment as well as departmental or City needs.

Maintenance Worker I performs under close supervision, a variety of unskilled and semi-skilled Public Utilities maintenance tasks in the construction, maintenance, and repair of streets, sidewalks, curbs, gutters, signs, street lights, traffic markings, painting, building maintenance, tree trimming, weed abatement, debris removal, graffiti removal, video inspection of storm drains/lines as well as other Streets, Parks and Storm Water functions.

Maintenance Worker II performs similar duties under general supervision. This is an experienced-level class in the Maintenance Worker series. Incumbents may work independently, exercising judgement and initiative. A Maintenance Worker II may fill in for an absent Lead Worker and assist in supervision and training of less experienced personnel.

Essential Job Functions *The duties listed below 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 this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Perform a variety of maintenance work in the construction, maintenance and repair of City Streets, Parks, and Storm Water Divisions.

2. Operates a City truck; reports mechanical problems; keeps truck stocked with supplies.
3. Perform traffic control; sets up job site including positioning of equipment, materials, barriers, and proper traffic control devices; maintains traffic control speed utilizing universal safety procedures.
4. May operate power driven or heavy equipment such as skip loaders, dump trucks, boom trucks, bob-cat, bucket truck, combination truck, aerial truck, trailer, valve truck, water tanker, meter reading cart, front-end loader, tractor, truck with trailer, water tanker, sewer line jetter, vactor (hydro-jetter, vacuum and hydro excavation), roller or backhoe on a regular, relief or training basis. This may include the operation of commercial vehicles.
5. May perform a variety of tasks related to street patching, cement replacement, and City yard repair. Cut streets, prepare for patches, spread pre-mix and oil, rake asphalt and paint City streets. Removal, repair or replacement of manhole covers.
6. May utilize appropriate power and hand tools, which may include operating tapping machines, jackhammers, compactors, pipe cutting equipment, concrete saws, boring tools, flow meters, water pumping equipment, water pumps including sensors or telemetry, and other hand, hydraulic and power equipment. Checks condition, cleans and maintains tools and equipment used on the job.
7. Regularly provide phone and electronic communication including maintaining a photographic record of work progress. May use a video inspection crawler system.
8. May prepare and install City signs throughout the City.
9. May perform graffiti removal using pressure washing equipment and/or chemicals.
10. May be assigned to remove bulk debris, and clean areas with a pressure washer.
11. May perform building maintenance or perform minor electrical trouble shooting.
12. Report progress of assignments and completed tasks to Lead and/or Superintendent in a timely manner.
13. May assist with operating SCADA Systems and CCTV (camera-video inspection) equipment for inspections and perform water line flushing assigned.
14. May assist with repair or maintenance of water pumps; assist with trouble-shooting leaks or water flow issues; and assist with performing related repairs. This may include excavating trenches, or clearing catch basins to allow for proper water flow.
15. May assists in responding to sewer back-ups; including raising manholes covered with asphalt; assists in performing repairs including maintenance of storm water transmission lines, inlets and catch basins; this may include assisting in retrofitting discharge.
16. May assist with reading of blueprints to locate storm drain lines.
17. May estimate materials and tools needed for assigned job.
18. May perform weed abatement activities, weed and debris removal, tree trimming, and other landscaping duties.

19. Answer emergency calls from public and other agencies; taking appropriate action as needed. Respond to citizen complaints tactfully and promptly; answer questions, provide appropriate referrals or inform customers in matters dealing with observed leaks, service problems, or general information in a professional manner to enhance customer relations.
20. May prepares reports, keep accurate records or files of readings and other data collected, manual or by computer, in conformance with department procedures.

Other Job Related Duties

Performs related duties or responsibilities as assigned. May require 24-hour a day emergency call back with little or no notice, may be required to carry a cell phone. Must respond in a timely manner to phone calls. May be required to work an on-call rotating schedule, including weekends and holidays and be subject to 24-hour emergency call outs. Employees repeatedly refusing to serve on-call or report for emergencies, shall be subject to disciplinary action.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct
2. Time Management
3. Organization Skills
4. Project Management
5. Conflict Resolution
6. Personal Effectiveness/Credibility

Qualification Guidelines

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education High school diploma or equivalent.

Experience

(MWI) One (1) year of experience performing construction duties or other duties comparable to those of a City of San Jacinto Maintenance Worker I.

(MWII) Three (3) years of experience in public agency maintenance or related fields, or comparable experience to a City of San Jacinto Maintenance Worker I.

Desirable Experience setting up, organizing and directing traffic control.

License / Certificate

(MWI) Must possess a Class C California Driver's License with a safe driving record.

Required to possess at hire, or within 6 months of employment, a Class "B" Commercial California Driver 's License with Tanker Endorsement.

(MWII) Required to possess at hire Class "B" Commercial California Driver 's License with Tanker Endorsement.

Maintenance Worker I/II applicant must provide a printout of driving record for the past 6 months from the DMV and attach to their job application.

Failure to obtain license or certificate within allotted time frame may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension, or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

Department of Transportation Requirements

Will be subject to the Department of Transportation's (DOT) Drug & Alcohol Compliance Policy, including a random drug testing program, when a commercial A/B license is held.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

Knowledge, Skills & Abilities

Knowledge of:

- General construction concepts and safe work practices.
- Basic usage of personal computer and software applications including Microsoft Office Software (Word, Excel, Outlook) and other job-specific software programs as it pertains to this position.
- Use of the internet for web-based training and timekeeping systems.
- Safe operation of power equipment, including trucks, loaders and related equipment, backhoe, and other maintenance equipment.
- Proper use and purpose of general construction maintenance tools and equipment, methods and materials used in construction and repair.
- General construction concepts and general Public Utilities safe work practices.
- Occupational hazards and safety precautions necessary in maintenance; and proper handling of hazardous materials.
- Record keeping and reporting procedures.
- Basic mathematical skills and principles.
- Traffic laws, ordinances, rules, and safe driving practices for truck and heavy equipment operations; proper methods of traffic control and delineation.
- Relevant federal and state laws and regulations; City policies and procedures.

Skill to:

- Perform unskilled and semi-skilled tasks in the construction, maintenance and repair of roadways, sidewalks, shoulders, storm drains, right-of-ways, and other facilities within the area of assignment.
- Thoroughly follow oral and written directions.
- Communicate clearly and concisely, orally and in writing.
- Organize and prioritize daily work with sound judgment, commonsense, and self-initiative.
- Operate a wide variety of equipment and tools used in maintenance, and effective maintenance and repair.
- Select and maintain machinery and equipment used in the area of work.
- Establish, maintain, and foster positive and cooperative working relationships with those contacted in the course of work.
- Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical

reasoning, observe and interpret situations; learn and apply new information.

- Exercise good judgment, common sense, flexibility, creativity, and sensitivity in response to changing situations and needs.

Ability to:

- Understand and apply occupational and safety precautions and training, including MSDS sheets.
- Use judgment and initiative in carrying out work and objectives established by higher level management staff.
- Operate a jackhammer, pressure-washer and power driven equipment.
- Efficiently and safely operate pertinent equipment, tools and vehicles.
- Clean and maintain hand and power tools and equipment used on the job.
- Operate a cell phone and personal computer at a basic level along with relevant software programs; limited operation of office equipment such as photocopiers, scanners, and fax.
- Perform maintenance, construction, and repair within the area of assignment.
- Act effectively under stressful and/or emergency situations.
- Work independently when lead or Superintendent is absent and continuously provide excellent customer service.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Estimate material and labor needs; make accurate mathematical calculations.
- Communicate clearly and concisely; understand and follow instructions and directives orally and in writing.
- Establish and foster positive and harmonious working relationships with those contacted during work; act effectively under stressful or emergency situations.
- Provide phone or electronic communication as necessary for the job; respond to emergencies 24-hours a day.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud. Required to work on an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

Physical Demands *(Essential duties require the following physical skills and work environment)*

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb, and frequently push, pull or lift up to 60 lbs. and occasionally push, pull or lift up to 90 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in public utilities maintenance and repair.

Essential Mental Functions

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff, and irate citizens.

Supervisory Responsibility

These positions have no direct staff supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. On-call rotational status required. May require 24-hour emergency call back with little or no advance notice.

Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 2/24/2022

Chief of Public Utilities  Date 2/24/22

Human Resources  Date 2/22/22

Disclaimers and Approval

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____