

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER I - II
DEPARTMENT: PUBLIC WORKS
REPORTS TO: DIVISION SUPERVISORS (VARIOUS)

JOB SUMMARY:

This is a broad classification with individual positions that may be assigned to one or more functional areas described below; duties and assignments may overlap depending on the operational needs of the department and staffing levels. Incumbents are required to maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I – This is the entry-level class in the Maintenance Worker series. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods.

Maintenance Worker II – Advancement to Maintenance Worker II is at the discretion of management. This is the journey-level class in the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including operation and maintenance of various public works tools, machinery and heavy equipment. Employees at this level require only occasional instruction or assistance as new or unusual projects or situations arise, and are fully aware of the operating procedures and policies of the work unit. This class requires a minimum of five years full-time experience. Additional education, experience, licensing or certifications may be required.

SUPERVISION RECEIVED/EXERCISED:

All duties are performed under the supervision of various division supervisors who report to the Public Works Director. Maintenance Workers do not perform any supervision of any classification.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for the various divisions. Incumbents may be assigned to any of the functional areas of roads, wastewater, water, solid waste, general services, landscape, facilities

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maintenance and fleet management. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

All Divisions:

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Maintain physical ability and agility to ascend and descend forty (40) feet of vertical ladder structure in and out of a confined space. Ability to wear a full body safety harness while performing assigned tasks within said confined spaces
- Comply with all applicable laws, rules and regulations and safe work practices
- Secure worksites and ensure public safety through road closures, signage, barricades and restricting public access
- Follow all safety standard operating procedures when performing work; maintain awareness of and report/correct any hazards, spills, and unsafe equipment; properly handle, store, dispose and label various chemicals and hazardous materials and waste
- Perform a variety of duties during periods of inclement weather such as snow removal, de-icing, clearing rockslides, storm and flood clean-up, including operation of a snowplow
- Perform a variety of duties in response to power outage emergencies; operate, monitor, adjust and maintain backup generators; maintain proper fuel levels in generators and storage tanks
- Active participation in proactive inspection programs including completion of forms and reports
- Assist with procurement and requisition approval, including cost estimation
- Establish and maintain effective working relationships with employees, other agencies and the public
- Safe operation of vehicles, equipment and machinery; maintenance and custody of assigned tools and equipment
- Transport samples to a variety of laboratories for analysis; other courier activities and errands
- Participate in a variety of training activities; study equipment manuals for all facility equipment; maintain familiarity with all standard operating procedures pertaining to equipment and plant processes
- Ensure infrastructure security in accordance with federal, state and local codes and regulations
- Other duties as assigned

Roads Division:

- Inspect, repair and maintain roads, rights-of-way, easements, drainage and flood control facilities, emergency ingress/egress routes and other District property including parking lots
- Asphalt and concrete repairs and installation, crack sealing, patching and pothole repairs, oil and surface treatments and overlays
- Perform weed control, tree trimming, trash pick-up and litter abatement, and animal removal
- Maintain and install culverts, storm drains, catch basins, drain inlets and storm channels
- Operate various maintenance equipment, including, but not limited to: heavy machinery such as snow plow, backhoe, scraper, loader and other tractors, dump truck, street sweeper, rollers and

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other compactors, concrete saw, and spreader; hand tools such as shovel, pick, crowbar, hammer, wheelbarrow, trowel, chainsaw, etc.

- Inspect, repair, and maintain all appurtenant structures including, but not limited to, curbs and gutters, guardrails, signage, reflectors and markers, crosswalks and striping and stenciling
- Perform enhanced operations during periods of inclement weather such as snow removal, de-icing, clearing rockslides, storm and flood clean-up
- Assist with public safety operations including cutting of firebreaks, traffic control and signage and marking of hazards and road closures
- Frequently assist the Water Division with leak detection and repair

Water Division:

- Assist in the operation, maintenance, repair and construction of the potable and non-potable water production, distribution and storage system including wells, booster stations, main and lateral lines, tanks, pumps, valves, meters and other appurtenant infrastructure
- Walk or drive an established route to take meter readings and perform inspections; coordinate with utility billing staff; verify unusual readings
- Perform a variety of inspections to properly document damage, defects, unauthorized connections or other unusual conditions; report all discrepancies through chain of command
- Initiate and discontinue water service, including delivery of notices
- Perform a variety of related welding, carpentry, masonry, asphalt and cement, pipe fitting and warehousing duties
- Perform general facility maintenance such as cleaning, painting and repairing facilities; perform various grounds maintenance, application of pesticides and custodial duties
- Perform a variety of duties in response to emergencies, leaks, breaks and service interruptions during and after normal work hours
- Assist the Roads Division in performing enhanced operations during periods of inclement weather such as snow removal, de-icing, clearing rockslides, storm and flood clean-up

Solid Waste Division:

- Perform all duties necessary in the operation of a public transfer station for solid waste, green waste, ash and manure disposal, including loading, compacting, transferring and processing
- Coordinate with disposal company to transfer waste; maintain daily activity log; process receipts
- Ensure compliance with operating permit, including recognition and removal of unpermitted items including hazardous waste, tires, paint and chemicals, electronic waste, etc.
- Perform general facility maintenance such as cleaning, painting and repairing facilities; perform various grounds maintenance, application of pesticides, custodial duties and rodent control
- Assist the public with unloading and dumping permitted items
- Operate various heavy equipment and machinery including loader, backhoe and other tractors, compactors, vehicles, etc.
- Assist Fleet Division in the repair and maintenance of automobiles and equipment

Facilities Division:

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- Inspect, repair and maintain various buildings, structures, facilities, mechanical systems, Heating Ventilation Air Conditioning (HVAC) systems, plumbing and electrical, appliances, generators, etc.
- Coordinate work order requests including review, scheduling, cost estimation and performance of work
- Maintain shop, tools and equipment; warehousing; inventory control
- Inspect, repair and maintain public mailbox stations; coordinate with United States Postal Service
- Perform plumbing services including clearing clogged drains and fixtures
- Perform a variety of related welding, carpentry, masonry, asphalt and cement, pipe fitting and warehousing duties
- Assist Fleet Division in the repair and maintenance of automobiles and equipment

Fleet Division:

- Assist in the repair and maintenance of light to heavy duty gasoline and diesel fueled equipment such as automobiles, trucks, tractors, loaders, mowers, pumps, generators and compressors
- Troubleshoot, diagnose and repair diesel and gasoline engines, hydraulic systems, electrical systems and other equipment
- Inspect, repair and perform overhauls on engine, drive train, steering, brakes and suspension components on automobiles, trucks and various pieces of light and heavy equipment
- Inspect, adjust and replace parts as necessary to keep equipment operational; repair and perform preventive maintenance on all systems of equipment; perform repairs in shop and in the field
- Assist in the management, reporting and control of the fuel delivery system
- Assist in inventory management and warehousing
- Keep accurate and current records of fleet maintenance activities; maintain manual and computerized logs and records of maintenance, service and repairs
- Coordinate and monitor the work of contractors and outside service providers
- Operate automotive diagnostic tools and machines and a variety of hand and pneumatic tools
- Coordinate work order requests including review, scheduling, cost estimation and performance of work

Wastewater Treatment Plant:

- Assist in the operation, maintenance and of repair the collection and wastewater treatment plant systems
- Perform general facility maintenance such as cleaning, painting and repairing plant facilities; perform various grounds maintenance and custodial duties
- Perform a variety of related welding, carpentry, masonry, asphalt and cement, pipe fitting and warehousing duties
- Perform a variety of duties in response to emergencies, clogs, spills, breaks and service interruptions during and after normal work hours

Landscape:

- Perform a variety of grounds maintenance and gardening duties

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- Weed and litter abatement, trash pick-up, leaf removal
- Inspect, maintain and repair various hardscape areas
- Plant, cultivate, fertilize, water and spray ornamental plants, shrubs, hedges, trees, lawns and flowers; trim trees, hedges and shrubs; erect tree supports
- Prepare and apply soil amendments; adjust and maintain irrigation systems; apply pesticides
- Operate light equipment and machinery including mowers, edgers, blowers, sweepers, trimmers

Heavy Equipment Operation:

- Transport and operate a variety of motorized maintenance and construction equipment such as backhoe, loader, grader, dump truck, roller and other pavement equipment, and street sweeper in the upkeep, maintenance and repair of district infrastructure and facilities
- Maintain the safe working condition of all equipment; conduct pre-trip and required periodic inspections of equipment; perform minor repairs on equipment; promptly report the need for major repairs to the supervisor; and maintain logs and other documentation
- Perform manual work using hand tools including concrete saw and pick and shovel; operate power tools including jackhammer, hot tap machines, drills, and saws
- Assist in repair or replacement of water meters, mains, services, valves, gates, hydrants, drain structures and other appurtenances in a skilled manner
- Operate equipment and perform labor functions within the functional areas of roads, wastewater, water, solid waste, general services, landscape, facilities maintenance and fleet management
- Perform general labor incidental to assigned duties; may be assigned to other divisions when not performing equipment operation; perform related work as assigned
- Train other employees in the safe operation of heavy equipment
- Suggest changes in working conditions and use of equipment to increase efficiency and safety of work crew
- Respond to complaints and requests as directed by supervisor

EDUCATION, EXPERIENCE & TRAINING

Minimum qualification for this classification include:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam.

License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Experience:

Maintenance Worker I: Some general maintenance experience within area(s) of assignment is desired.

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Familiarity with tools machinery, equipment and basic safety principles.

Maintenance Worker II: Minimum of five years full-time experience performing maintenance work within one or more of the functional areas of roads, wastewater, water, solid waste, general services, landscape, facilities maintenance and fleet management. Additional education, experience, licensing or certifications may be required at the discretion and direction of management and include, but are not limited to: Class B California Driver License, Pesticide Applicator License, ASE Technician certifications, HVAC certifications, Facilities Management Certificate, Leadership in Energy and Environmental Design (LEED) certification, Electrician's license, General Contractor (Class A or B) or Specialty Contractor (Class C) license, etc.

KNOWLEDGE & ABILITIES

Knowledge of:

- Methods and techniques of general construction, maintenance and repair related to the assigned area(s)
- Operation of tools and equipment used in the assigned area(s)
- Methods and techniques of securing worksites to ensure staff and public safety
- Practices and procedures of traffic control
- Methods and techniques of safe chemical use, storage and disposal
- Principles of Underground Service Alert
- Occupational hazards and standard safety practices

Ability to:

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Courteously and appropriately interact with the public
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform a variety of maintenance, construction and repair work within the assigned area
- Operate various maintenance equipment, including, but not limited to: heavy machinery such as snow plow, backhoe, scraper, loader and other tractors, dump truck, street sweeper, rollers and other compactors, concrete saw and spreader; hand tools such as shovel, pick, crowbar, hammer, wheelbarrow, trowel, chainsaw, etc.
- Perform heavy manual labor for extended periods of time, often outdoors and in inclement weather conditions
- Perform work in accordance with various safety regulations, guidelines and practices
- Recognize and respond to traffic and other hazardous situations
- Wear and operate self-contained breathing apparatus equipment
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Read, interpret and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Material Safety Data Sheets (MSDS)
- Work independently in the absence of direct supervision
- Logically solve problems

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- Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision; balancing, climbing, ascending and descending ladders; operating a motor vehicle or equipment for prolonged periods of time; heavy physical labor; kneeling, crouching, lifting, pushing and/or pulling of objects weighing 90 pounds or more; making repetitive hand or body motions, walking, running, sitting, speaking, standing, stooping, bending, using hands and fingers; using hand or power tools; working in cramped and confined spaces; working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to water, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration and driving on a daily basis; frequent exposure to high work places; exposure to human waste and bio-solids; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is an FLSA Non-Exempt position.