

CITY OF HEMET

Class Code: 6111, 6112
Page 1 of 3

Date Adopted: 10/1989
Date Last Revised: 8/24/2004

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, performs and learns to perform the full array of duties assigned to classes in the Maintenance Worker series, including skilled and semi-skilled work in streets, road shoulders, parks, trees, equipment maintenance, and refuse; assists other Public Works maintenance units when assigned; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I

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 closer supervision, incumbents perform a variety of maintenance and construction tasks in streets, parks, trees, equipment maintenance, and refuse, and operate and maintain assigned tools and equipment. As experience is gained, incumbents are expected to handle most assignments without detailed instructions. This classification differs from the next higher classification of Maintenance Worker II in that the latter performs the more complex tasks, and operates with a greater degree of independence. This classification is flexibly staffed with 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 series in which incumbents are expected to independently perform the full scope of assigned duties, and may assist in the training of less experienced personnel. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's streets, parks and facilities. This classification differs from the next higher classification of Lead Maintenance Worker in that the latter is responsible for performance of lead responsibilities and the more difficult and complex activities of the work unit.

SUPERVISION RECEIVED/EXERCISED:

Maintenance Worker I

Receives immediate supervision from a Maintenance Supervisor in assigned program area. If assigned to Code Enforcement, receives supervision from a Senior Code Enforcement Officer. Incumbents in this class do not routinely exercise supervision.

Maintenance Worker II

Receives general supervision from a Maintenance Supervisor in assigned program area. Incumbents in this class do not routinely exercise supervision.

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

- Performs maintenance, repair, construction and installation work in streets, parks, storm drains, trees, equipment maintenance, and refuse; inspects assigned areas and corrects and/or reports safety hazards; participates in traffic control and delineation activities at the work site.
- Streets: Performs skilled street maintenance tasks involving the repair, maintenance and construction of curbs, gutters, sidewalks, streets, shoulders, pavement, and related facilities; removes debris from roads, pedestrian walkways and public areas; performs weed abatement and graffiti removal; assists in the installation, maintenance and inspection of City signs, road markings, striping, and delineators; performs concrete sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs and crack sealing; removes and replaces asphalt; paints curbs; installs and repairs guardrails and barricades; mows and abates weeds on rights-of-way; sprays herbicides; conducts litter removal throughout the City.
- Parks: Performs skilled maintenance work in parks, landscapes, and recreational facilities; mows and edges lawn areas; removes graffiti; cleans and maintains grounds, paved areas, paths and walkways; picks up trash and litter; opens, cleans and maintains all restrooms; installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; installs, maintains and repairs playground equipment; performs landscape planting, trimming, removal and weed control; mixes and applies herbicides and pesticides in a safe manner; operates and maintains a variety of hand and power landscaping tools and equipment.
- Refuse: Performs skilled tasks in delivering and removing bins and carts, cleaning oil spills and handling hazardous waste and special refuse pick-ups.
- Assists other Public Works maintenance units when required; performs tree trimming, graffiti removal and traffic control; operates trucks, loaders, pavers, backhoes, boom trucks and other light and heavy duty maintenance and construction equipment as assigned; maintains and cleans assigned vehicles and equipment; 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 emergency call-outs as assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to less experienced staff; responds to questions and concerns from the general public; provides customer services and information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, 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 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals, lubricants, herbicides and pesticides, which may expose the employee to fumes, dust and air contaminants. The incumbent may also be exposed to mechanical, electrical and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces; use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be 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

One year of experience in construction, street maintenance, and/or landscaping, and a high school diploma or equivalent.

Maintenance Worker II

In addition to the above, two years of experience in construction and maintenance of streets and parks, equivalent to that of a Maintenance Worker I with the City of Hemet, and a high school diploma or equivalent.

License/Certificate:

Maintenance Worker I

Possession of, or ability to obtain, an appropriate level California driver's license.

Maintenance Worker II

Possession of, or ability to obtain, an appropriate level 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:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets and parks; operational and maintenance characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; practices, procedures and materials used in weed and pest abatement; safety requirements for operation of trucks and other equipment; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and installation of asphalt, signs, concrete, and irrigation systems; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy physical labor for extended periods of time; respond to issues and concerns from the community; maintain appropriate certificates and licenses; work independently and as part of a team; demonstrate good customer service; follow written and oral directions; observe safety principles and work in a safe manner; respond to emergency call-outs as assigned; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools and materials.