



## CITY OF ALBANY MAINTENANCE WORKER I MAINTENANCE WORKER II

Under supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), performs a variety of maintenance, repair, and construction work in the completion of public works activities and operations including in the areas of streets, storm drainage and sewer systems, parks, landscaped areas, grounds, buildings, vehicles, equipment, and tools; operates maintenance and construction tools and equipment; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

#### Maintenance Worker I

Receives general supervision from the Public Works Manager. Exercises no supervision of staff.

#### Maintenance Worker II

Receives general supervision from the Public Works Manager. May act as project lead and be asked to provide informal guidance and “coaching” when working with other Maintenance Workers.

### **Class Characteristics**

#### Maintenance Worker I

This is the entry-level classification in the Maintenance Worker series. This position does not require thorough knowledge, experience, skills, and abilities to independently perform all of the typical City maintenance tasks. The Maintenance Worker I must be able to perform, or to effectively assist others in performing, most of the typical City maintenance tasks listed below, either independently or as part of a team with other Maintenance Workers. This class is distinguished from the Maintenance Worker II in that the latter requires thorough knowledge, experience, skills, and abilities to perform the full range of duties as assigned. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

#### Maintenance Worker II

This is the journey-level classification in the Maintenance Worker series. This position requires thorough knowledge, experience, skills, and abilities to perform all or most of the typical City maintenance tasks listed below, either independently or as part of a team with other Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned, possession of required certifications, working independently, and exercising judgment and initiative.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II level are normally filled by advancement from the entry-level requiring additional years of experience and after gaining the knowledge, skill, and experience, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### **Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Performs maintenance, repair, construction and installation work in streets, storm drainage and sewer systems, parks, landscaped areas, grounds, buildings, and vehicles.

#### Streets, Sewer and Storm Drainage Systems

Performs sewer and storm drain maintenance including: surveillance, flushing, rodding, and cleaning; operates hand and power tools, and light and heavy construction equipment; paints traffic lanes, markers and curbs; paints by hand and operates power paint spraying equipment; understands the fundamentals of signage; operates pressure washing and steam cleaning equipment; maintains, inspects, and repairs signs; performs graffiti removal; operates sign pole installation equipment; operates power street sweeping equipment.

#### Building Maintenance

Performs repairs to the exterior of buildings such as painting and roof repair; performs repairs to the interior systems, including plumbing, electrical, carpentry, floor coverings, painting, heating, air conditioning, appliances, locks, and security systems; provides emergency custodial services, pest control, and graffiti removal; installs cabinets and new doors; performs building formwork; reconstructs interior walls.

#### Parks, Landscaping, Grounds

Performs mowing, weeding, trimming, pruning, cultivating, fertilizing, pest control, planting, and cleaning of lawns, trees, plants, and parks; cuts up and removes fallen tree branches and trees; removes and disposes of trash and litter; maintains and repairs park equipment and irrigation systems, including time clocks and programming of irrigation controllers; operates small trucks, dump trucks, backhoes, forklifts, ride-on mowers, walk-behind mowing equipment, weed eaters, edgers, and similar power equipment; utilizes a variety of tools and related mechanical equipment.

#### Vehicles and Equipment

Operates and performs basic maintenance and repair to vehicles and equipment, as required.

Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.

Assists other Public Works maintenance units when required.

Performs related duties as assigned.

#### **Knowledge of:**

- Basic and advanced principles, methods, materials, tools, terminology, techniques, safe work practices, and problems associated with the maintenance of streets, sewers, storm drains, grounds, landscaping, buildings, vehicles, and equipment.
- Basic principles of traffic control.
- Concrete finishing.
- Asphalt work, including laying, raking, proper depth, rolling, and compacting.
- Proper procedures used in the maintenance and repair of hand and power tools.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.

#### **Ability to:**

- Perform a variety of maintenance, construction, and repair work in the area of work assigned.
- Ensure safety around work areas in high traffic.

- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Listen, understand, retain, correctly follow, and apply verbal and written instructions and directions.
- Read and write English at a sufficient level for successful job performance (including the preparation of reports and the completion of forms); speak and enunciate English in an easily understood manner.
- Learn and retain specific and general information concerning equipment, duties, tasks, and projects.
- Safely and effectively operate a wide variety of tools and equipment, including trucks and heavy motorized equipment.
- Ensure adherence to safe work practices and procedures.
- Access and work in various types of work sites, including confined spaces, and steep and uneven hillside terrain.
- Correctly apply and work with various chemicals, including fertilizer, vehicle fluids, cleaning fluids, bleach, and janitorial supplies.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

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

#### Maintenance Worker I

Equivalent to the completion of the twelfth grade or completion of a job or technical training program in general construction, street maintenance, groundskeeping, building trades, or related field.

#### Maintenance Worker II

Equivalent to the completion of the twelfth grade or completion of a job or technical training program in general construction, street maintenance, groundskeeping, building trades, or related field, and four years of directly-related work experience.

### **Licenses and Certifications**

A Valid California Driver's License.

In the event the State of California issues regulations requiring technical certification of sewer maintenance workers, employees in this classification will be required to obtain and maintain the technical certification required by the State.

### **Physical Demands**

Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull objects up to 90 pounds; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

### **Environmental Elements**

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; may be exposed, at times, to raw sewage and associated waste matter; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain;

work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.