



## CITY OF ORINDA

### MAINTENANCE WORKER I MAINTENANCE WORKER II MAINTENANCE WORKER III

#### **DEFINITION**

Under immediate supervision (Maintenance Worker I), or general supervision (Maintenance Worker II and III), to perform a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of City streets and catch basins; to use and operate manual tools and light and moderately heavy power driven equipment; and to perform a variety of maintenance tasks relative to assigned areas of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

**Maintenance Worker I** - This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Maintenance Worker II and III** - These are the full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II and III levels 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. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

#### **SUPERVISION EXERCISED**

##### **Maintenance Worker I and II**

May exercise technical and functional supervision over lower level staff or temporary staff.

## **SUPERVISION EXERCISED**

### **Maintenance Worker III**

Exercises technical and functional supervision over lower level staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform semi-skilled and skilled manual work in the maintenance and repair of City streets and catch basins; grade, scrape, and level surfaces in preparation for road paving; perform repair of curbs and gutters and paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.

Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.

Install, repair, and clean storm drains, pipelines, catch basins, and storm drain grates.

Trim and remove trees; perform stump grinding and root cutting.

Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, sidewalks, and sidewalk ramps.

Fill, patch, and resurface holes, cracks, ditches, and service laterals.

Install and replace street signs and traffic signs.

Clean and maintain catch basins and rights of ways.

Perform skilled operation of bobcat, street sweeper, dump truck, equipment trailer, and other heavy and light equipment.

Remove and inspect manhole covers and manholes; mix, pour, and finish concrete to raise manholes to street surfaces; replace manhole covers as needed.

Place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.

Operate chemical sprayer in assigned areas to abate weeds.

Perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.

Perform graffiti removal.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Maintenance Worker I**

##### **Knowledge of:**

Proper use and maintenance of tools and equipment including the operational characteristics of light and heavy motorized equipment.

Safe driving principles and practices.

##### **Skill to:**

Learn to operate a variety of street maintenance, repair, and construction equipment and tools in a safe and effective manner.

Perform heavy manual labor for extended periods of time in all types of weather.

Operate a motor vehicle safely.

##### **Ability to:**

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Learn occupational hazards and standard safety practices necessary in the areas of street and maintenance, repair, and construction.

Learn materials, methods, practices, and equipment used in street maintenance and repair.

Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Perform cement and masonry work.

Perform minor repairs and adjustments to equipment and tools.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of experience performing a variety of maintenance, repair, and construction and equipment operation work.

**Training:**

Equivalent to a high school diploma.

**License or Certificate:**

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

Ability to obtain Confined Space, Traffic Control Flagger, Trench Shoring, and Fork Lift Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 100 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

**Maintenance Worker II and III**

In addition to the qualifications for Maintenance Worker I:

**Knowledge of:**

Operational characteristics of specialized street maintenance and repair equipment.

Materials, methods, practices, and equipment used in street maintenance and repair.

Occupational hazards and standard safety precautions necessary in street maintenance and repair work.

Pertinent Federal, State, and local laws, codes, and regulations.

**Skill to:**

Operate the full range of equipment and tools used in street maintenance and repair in a safe and effective manner.

**Ability to:**

Perform street maintenance and repair with accuracy, speed, and minimal supervision.

Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

**Minimum Qualifications:**

**Experience:**

**Maintenance Worker II**

Three years of experience as a Maintenance Worker I.

**Maintenance Worker III**

Three years of experience as a Maintenance Worker II.

**Training:**

Equivalent to a high school diploma.

**License or Certificate:**

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

Possession of Confined Space, Traffic Control Flagger, Trench Shoring, and Fork Lift Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 100 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials,

mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

**Employee Group:**        **General Employee**  
**FLSA Status:**        **Non-Exempt**  
**Revised:**                **November 2002**