

## CITY OF LATHROP 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, depending on assigned Department/Division learns to perform and performs the full array of routine and complex tasks and duties ~~assigned to classes within the Maintenance Worker series~~, including skilled and semi-skilled work in streets, storm drain basins, parks, buildings and public facilities; assists other Public Works and or Parks & Recreation crews ~~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

The **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, depending on Department/Division assignments, incumbents perform skilled work under immediate supervision; incumbents perform the ~~more~~ routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including a wide variety of maintenance and construction tasks in streets, parks, buildings and public facilities. Incumbents are expected to perform the full scope of assigned duties. This classification is alternatively 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 classification.

#### Maintenance Worker II

The **Maintenance Worker II** is the journey level class in the Maintenance Worker series. Depending on Department/Division assignments, in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's streets, parks, buildings and public facilities. This classification differs from the next lower classification of Maintenance Worker I by the greater complexity of the assignments received, and the greater independence with which an incumbent is expected to operate. This classification is distinguished from the next higher classification of Maintenance Worker III in that the latter is an advanced journey level class responsible for the most difficult and complex skilled and semi-skilled work within the assigned Department/Division.

### SUPERVISION RECEIVED/EXERCISED:

Depending on assigned Department/Division receives direction and reports to ~~Maintenance Worker I~~ ~~Receives immediate supervision from the~~ Director of Public Works or the Director of Parks & Recreation or his/her designee. If the Department/Division has a dedicated Maintenance Services Supervisor, incumbents may receive direction and report to this position. Incumbents in this class do not ~~routinely~~ exercise supervision.

#### Maintenance Worker II

~~Receives general supervision from the Maintenance Services Supervisor. May exercise functional and technical supervision over lower level~~ classes/maintenance personnel, seasonal and temporary staff.

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

- Performs maintenance, repair, construction, and installation work in streets, parks, buildings and public facilities; inspects assigned areas and corrects and/or reports safety hazards; participates in traffic control activities at the work site.
- Assists other Public Works maintenance units when required/or assigned; performs tree trimming, graffiti removal and traffic control; operates trucks, loaders, backhoes, boom trucks and other light and heavy duty maintenance and construction equipment; 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 after hours call-outs as assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to lower level 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 and associations, City management and staff, and the public.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration; provides inventory reports on a monthly basis for budgeting purposes and regulatory reporting.
- Conducts daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials.
- Performs ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follows procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers; provides reports on a monthly basis for regulatory reporting.
- Follows prescribed safety procedures and complies with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.
- Assists with assigned Capital Improvement Projects as it relates to work in streets, storm drain basins, parks, buildings and public facilities.
- Perform other duties as assigned
- When assigned to Roads & Streets: Performs skilled and semi-skilled street maintenance tasks

involving the repair, maintenance and construction of curbs, gutters, sidewalks, streets, roadways, storm drains, pavement, and related facilities; removes debris from roads, drains, 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; paints curbs; installs and repairs guardrails and barricades; mows and abates weeds on rights-of-way; sprays herbicides; conducts litter removal throughout the City.

- When assigned to Buildings and Public Facilities: Performs the full range of custodial duties, including vacuuming, mopping, waxing and buffing floors; shampoos carpets; washes windows and performs miscellaneous custodial duties; performs interior and exterior painting and staining; performs maintenance, diagnostic and minor carpentry, plumbing and electrical work; assists in the assembly and moving of office furniture and equipment.
- When assigned to Parks: Performs skilled and semi-skilled maintenance, repair, construction and installation work in parks, landscape areas, and recreational facilities; 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; inspects park facilities and materials as assigned to ensure equipment is ready for public use; performs weed control, shrub planting and trimming; mixes and applies herbicides and pesticides in a safe manner; operates and maintains a variety of hand and power landscaping tools and equipment.
- ~~When assigned to Buildings and Public Facilities:~~ Performs the full range of custodial duties, including vacuuming, mopping, waxing and buffing floors; shampoos carpets; washes windows and performs miscellaneous custodial duties; performs interior and exterior painting and staining; performs maintenance, diagnostic and minor carpentry, plumbing and electrical work; assists in the assembly and moving of office furniture and equipment.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- ~~Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials.~~
- ~~Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.~~
- ~~Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers.~~
- ~~Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.~~
- ~~Participate in hazardous material and waste management training and professional development activities, including necessary certification.~~

## 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, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, 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 and perform routine standby duties.

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**

A high school diploma or equivalent. One year of experience in construction, maintenance or landscape work is desirable.

**Maintenance Worker II**

In addition to the above, one year of experience in construction and maintenance of streets, parks or buildings equivalent to that of a Maintenance Worker I with the City of Lathrop, and a high school diploma or equivalent.

**License/Certificate:**

Possession of a valid class C California driver's license.



**Training Requirements:**

**All Classes**

- Initial training— CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
  - Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- CPR/First Aid/AED, Blood Borne Pathogens
- Defensive Driving Course
- Traffic Control/Flagger

**When Assigned to Parks**

- Playground Inspection Training Certification Courses
- PAPA - Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training
- Certified Irrigator Repair Certificate

**When Assigned to Buildings and Public Facilities**

- General Electrical Workshop Course - Basics to Troubleshooting

**When Assigned to Roads & Streets**

- PAPA - Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training
- Certified Irrigator Repair Certificate

**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:**

Modern practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, parks, buildings, and grounds; operational 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; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and 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 manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; 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 and construction equipment, tools and materials; operate an office computer and a variety of software applications.