

CITY OF LATHROP MAINTENANCE WORKER III

*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 performs the full array of duties assigned to the Maintenance Worker series, including the most difficult and complex skilled and semi-skilled work in streets, storm drain basins, parks, buildings and public facilities; assists other Public Works and or Parks & Recreation crews when assigned; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; serves as technical expert in assigned field providing customer service to the public and other departments; provides responsible professional assistance to the Director of Public Works, the Director of Parks & Recreation or his/her designee; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Maintenance Worker III** is the advanced journey level classification in the Maintenance Worker series. Depending on Department/Division assignments, incumbents perform skilled work in the construction, maintenance and repair of streets, parks, buildings and public facilities, and provide lead direction and training to assigned crews. This classification is distinguished from the next higher classification of Maintenance Services Supervisor in that the latter is a supervisory level class responsible for overseeing an assigned maintenance function within the Department/Division.

SUPERVISION RECEIVED/EXERCISED:

Depending on assigned Department/Division receives direction and reports to 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 over lower level classes; may oversee work assignments performed by contract/contractor.

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

- Assists in planning, coordinating, prioritizing, and participates in the work assigned to the maintenance division responsible for the construction, maintenance and repair of streets, parks, buildings and public facilities; operates and inspects City streets, parks and facilities to identify maintenance needs; assists in the development and implements project assignments; provides expert level assistance to maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Assists assigned Supervisor with evaluating projects and equipment needs, and in developing work methods and procedures; assists in prioritizing requests for service and scheduling work; assists in the development of plans to meet future service needs.

MAINTENANCE WORKER III

Page 2

- Ensures the quality and safety of work assignments in progress and upon completion; conducts daily inspections of work in progress; provides leadership, instruction and training to improve work standards, methods and procedures.
- Serves as technical expert and participates in the operation and upkeep of construction and maintenance equipment and/or machinery, including construction vehicles, power tools and equipment; assists in the training of new staff; ensures adherence to safe work methods, procedures and practices; conducts and participates in safety meetings; identifies training opportunities and needs for assigned Department/Division; makes recommendations to higher level staff.
- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies, and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment and material used; writes reports and correspondence on work performed.
- 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.
- 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; provides reports on a monthly basis for regulatory reporting.
- 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.
- Assists with assigned Capital Improvement Projects as it relates to work in streets, storm drain basins, parks, buildings and public facilities.
- Performs other duties as assigned.

- **When assigned to Roads & Streets:** Performs high level 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 high level 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 playground 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.

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 cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. 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 III**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible experience in the construction, repair and maintenance of streets, parks or buildings and grounds, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. For some vehicles, possession of a class B California driver's license might be required. Possession of a Pesticide Applicator's certificate issued by the state of California is desirable.

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.)*

Knowledge of:

Modern principles, practices, techniques and materials used in the maintenance, construction and repair of streets, parks, building and grounds; operational characteristics of specialized construction and maintenance tools and equipment; characteristics and safe application methods of herbicides and pesticides; principles and practices of project development and cost estimating; 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:

Oversee, lead and perform construction, maintenance and repair activities related to the City's streets, parks, buildings and grounds; safely operate a variety of tools and equipment used in construction and maintenance activities; estimate time and materials for completion of projects; read and interpret blueprints; work independently in the absence of supervision; perform the more complex and difficult maintenance activities; perform heavy manual labor; plan, organize and direct the work of subordinate staff; 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.