



TOWN OF YOUNTVILLE JOB DESCRIPTION

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, learns to perform and performs a variety of building and street maintenance, park maintenance and construction work; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I

This is the entry level class in the Public Works Maintenance series that allows the incumbent to develop journey level knowledge and abilities. Initially, 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. 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 class.

Maintenance Worker II

This is the journey level class in the Public Works Maintenance series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks.

SUPERVISION RECEIVED/EXERCISED

Maintenance Worker I

Receives immediate supervision from a Public Works Superintendent. Incumbents may receive lead direction from a Maintenance Worker II or a Lead Maintenance Worker. Incumbents in this class do not routinely exercise supervision.

Maintenance Worker II

Receives general supervision from a Public Works Supervisor/Manager. May exercise functional or technical supervision over lower-level workers.

ESSENTIAL FUNCTIONS:

- Performs a variety of maintenance, repair, construction, and installation work in streets and building and grounds maintenance.
- Performs street maintenance duties including breaking, removing, crack sealing, hydro patching, and repairing surfaces, rolls and irons asphalt.
- Assists in the installation and maintenance of Town signs, road markings, striping, and delineators, paints street lines and crosswalks.
- Performs concrete sidewalk, curb, gutter, and ramp installation and repair; installs bricks and pavers; sweeps streets and sidewalks.
- Installs and maintains and repairs streetlights.
- Performs skilled and semi-skilled work in building and facility maintenance including carpentry, plumbing, mechanical, electrical, and painting; performs general cleaning of buildings, facilities, and grounds; repairs and installs electrical outlets, fixtures, switches, and wiring; performs interior and exterior painting and staining; stocks paper, supplies, and other supplies as needed; inspects facilities, elevators, and grounds for conditions needing repair and maintenance.
- Digs, shovels, hauls, loads, and unloads materials.
- Conducts traffic control during maintenance and construction projects; sets up traffic control signs and direct and control traffic around worksites; communicates with the public during flagging duties.
- Operates a variety of hand and power tools including jack hammers, tampers, pavement breakers, and other hand and power tools; operates trucks, backhoes, rollers, street sweepers, aerial lifts, and other construction vehicles and equipment; maintains, repairs, and cleans assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects.
- Assists with Town sponsored functions and special events; responds to after hours callouts as assigned.
- 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.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, Town management and staff and the public.

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 requires near and far vision when inspecting work and operating assigned equipment. The ability to lift, carry and push tools, equipment and supplies weighing 25 pounds or more. 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. The nature of the work also requires the incumbent to climb ladders, 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 callouts 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

Six months of work experience as a laborer in construction, maintenance or landscape work, and a high school diploma or equivalent.

In order to promote to a Maintenance Worker II, incumbent must obtain Qualified Applicators Certification and Playground Safety Inspection Certificate within 18 months of hire.

Maintenance Worker II

In addition to the above, one year of experience in construction and maintenance of streets, parks, or buildings and grounds equivalent to that of a Maintenance Worker I with the Town of Yountville

License/Certificate

Maintenance Worker I

Possession of, or the ability to obtain, a valid class C California driver's license. Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

Maintenance Worker II

Possession of, or the ability to obtain, a valid class C California driver's license. Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques, and materials used in maintenance, construction, mechanics, and repair of streets, lighting, traffic signs and markings and buildings and facilities, maintenance of Town parks and trees; basic plumbing, electrical, and hand tools; operational characteristics of standard construction and maintenance

tools and equipment; practice and procedure used in weed abatement; rules and regulations regarding pesticide application; 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; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform maintenance, repair, and installation of asphalt, signs, lighting, concrete, and buildings and facilities; 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; reside within a reasonable response time of the downtown Town area within three months of employment; 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 with those contacted in the course of work.

Skill to:

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; safely and effectively operate a variety of maintenance equipment, tools, and materials.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.