

CITY OF MADERA
PUBLIC WORKS MAINTENANCE WORKER I

*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 immediate supervision, performs routine and less complex , semi-skilled tasks and duties assigned to classes within the series including maintenance and construction work in one or more Public Works divisions; learns policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Public Works Maintenance Worker I** is the entry class responsible for a wide variety of maintenance and construction tasks. An incumbent may advance to the next higher classification of Public Works Maintenance Worker II upon meeting the employment standards for that class, recommendation of the Department Head, and approval from the City Administrator. This classification is distinguished from the next higher classification of Public Works Maintenance Worker II by the performance of less complex, semi-skilled tasks.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Public Works Operations Manager or a Public Works Maintenance Lead Worker. Incumbents of this class do not routinely exercise supervision..

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

- Performs maintenance, repair, construction and installation work in streets, water and sewers, as well as building maintenance.
- Streets: Break and remove surfaces, dig, shovel, haul, load and unload materials; operates jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; operates trucks and other construction vehicles and equipment; assists in the installation and maintenance of city signs, road markings, striping and delineators; paints street lines and crosswalks.
- Water & Sewer: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; installs, repairs and maintains water and sewer mains and lines; assists in making new sewer connections; repairs drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; assists in installation and repair of water service connections, meters and boxes; operates trucks and other construction vehicles and equipment; assists in locating and repairing leaks in water lines; cleans storm drains, flood control facilities and inlets; responds to emergency calls.
- Building Maintenance: Performs maintenance, diagnostic and minor carpentry, plumbing, electrical,

and welding repairs of City buildings.

- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City 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 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. 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, work in heavy vehicle traffic conditions and often work with constant interruptions.

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 **Public Works Maintenance Worker I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in construction, maintenance or related work, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license, at time of appointment.

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, buildings, sewers and water treatment facilities; practice and procedure used in weed abatement; safety requirements for operation of trucks and other equipment; occupational hazards and standard safety procedures.

Ability to:

Perform maintenance, repair and installation of asphalt, signs, concrete and storm drains; operate a variety of tools and equipment used in maintenance and construction; operate hand and power

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tools competently and safely; perform heavy manual labor; observe safety principles and work in a safe manner; follow written and oral directions; 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 equipment, tools and materials.

Adopted 8/1/07