



**MARCH 2015
FLSA: NON-EXEMPT**

MAINTENANCE WORKER II

DEFINITION

Under general supervision, performs a variety of semi-skilled to skilled work in the construction, maintenance, and repair of City infrastructure, including streets, sewers, sidewalks, curbs and gutters, roadways, guard rails, asphalt pavement, and/or storm water and drainage systems and facilities; performs park, landscape maintenance, field and facility maintenance, gardening duties and/uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Lead Worker, Public Works Director, or assigned supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, performing at a higher skill level, working independently, and exercising judgment and initiative. Positions at this level 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. This class is distinguished from the Maintenance Lead Worker in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division. This class is further distinguished from the Maintenance Worker III in that the latter performs more highly skilled duties in at least one area of higher specialization, requiring additional levels of specialized training, knowledge, and skill.

The Maintenance Worker II class is eligible to be filled by promotion from the I level after acquiring two (2) years of experience and gaining the knowledge, skill, experience and any related licenses which meet the qualifications for, and after demonstrating the ability to perform the work of the higher-level class. When the Maintenance Worker II is filled from the outside, the applicant is required to have at least two (2) years of prior related experience that allows the employee to meet the qualification standards for the II level.



EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing the streets and wastewater maintenance assignment:

- Performs construction, maintenance, and repair activities of City streets and roadways to ensure safe and efficient access for the public, including alleys, sidewalks, curbs and gutters, roadway base and sub-base, guard rails, asphalt pavement, crack seal application, concrete repair, traffic and street sign installation, repair, and reflectivity, and pavement markings.
- Participates in asphalt maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Participates in the sealing of cracks, including cleaning and preparing surfaces with the appropriate equipment and applying crack sealing material and applicable chemicals to the surface.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Operates construction and concrete cutting and breaking equipment such as a jackhammer; constructs concrete forms, pours concrete, and assists in finishing concrete and masonry work.
- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system.
- Operates and maintains the City's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting, repairing, and replacing patrol tide areas and opening and closing tide valves along assigned routes.
- Performs concrete and open channel maintenance, including inspecting and repairing stormwater conveyance systems, removing/abating weeds and other invasive vegetation, removing sediments, debris, and trash from channels, applying site delineation, best management practices, and erosion control before, during, and after maintenance activities, and keeping in compliance with applicable Federal, State, and local water regulatory laws and regulations.

When performing the buildings, grounds, parks and cemetery maintenance assignment:

- Performs a variety of semi-skilled and skilled grounds, gardening and turf maintenance duties involved in the development, maintenance, and repair of landscaped areas, parks, playgrounds and public facilities.
- Plants, waters and maintain landscaped areas consisting of turf, bushes, trees, flowers, and shrubs; trims and prunes bushes, trees and shrubs; waters, mows, weeds, renovates, and fertilizes landscapes.
- Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling, and replacing worn or broken parts.



- Repairs and replaces plumbing fixtures including sinks, toilets, faucets, and pipes; clears obstructions from plumbing systems.
- Performs skilled construction work on parks and recreation facilities and buildings, including framing and installing walls, partitions, doorways, and windows; patches and repairs roofs; replaces broken windows as necessary.
- Repairs, fabricates, and replaces park fences, tables, countertops, playground equipment, and other parks furniture and facilities.
- Paints exterior and interior surfaces of buildings; cleans and repairs surfaces for finishing; applies stains, preservatives, and epoxy to equipment, decking, and flooring by hand or using appropriate equipment.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions; oversees volunteers and seasonal workers.
- Maintains cemetery grounds; digs graves.
- Performs general grounds cleaning; cleans and maintains assigned areas; picks up and discards trash and litter.
- Operates and maintains a variety of landscaping equipment including sprayers, edgers, blowers, hedge trimmers, weed eaters and related equipment.
- Performs skilled and semi-skilled work in City owned buildings and facilities
- Installs, repairs, and replaces landscape irrigation systems following blueprints, sketches, or verbal instructions.
- Installs, adjusts, maintains, and repairs electronic timers, and repairs electronic and hydraulic valves and controllers.
- Performs tree trimming and branch removal.

When performing the recreation and field maintenance assignment:

- Performs a variety of semi-skilled and skilled grounds, gardening and turf maintenance duties involved in the development, maintenance, and repair of landscaped areas, fields, parks, playgrounds and public facilities.
- Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling, and replacing worn or broken parts.
- Performs a variety of semi-skilled and skilled grounds, watering the fields, gardening and turf maintenance duties involved in the development, maintenance, and repair of landscaped areas, parks, playgrounds and public facilities.
- Prepares ball fields, including chalking fields.
- Assists in the set-up and removal of equipment and facilities needed for special events, including construction and installing temporary facilities, power, electrical, and sound systems, lighting stages, bleachers, and decorations.

When performing all assignments:

- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of infrastructure, systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.



- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- May be assigned a variety of duties to assist other divisions and departmental maintenance and repair projects.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform construction, modification, maintenance and repair work on assigned City infrastructure, systems, and facilities.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.



- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to possession of a high school diploma and two (2) years of experience in construction, maintenance, and/or repair of streets and roadways, stormwater and drainage, sanitation systems, experience performing a variety of grounds maintenance work and gardening/landscaping and/or related experience or two (2) years of experience as a Maintenance Worker I, experience operating heavy equipment, including excavators is desirable.

Licenses and Certifications:

- Possession of a California Class C driver's license. Some assignments may require the employee to possess a California Class B driver's license.
- Some assignments may require specific certifications and/or licenses (e.g., pesticide applicator's license).

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS



CITY OF AVALON

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.