



**MARCH 2015
FLSA: NON-EXEMPT**

MAINTENANCE WORKER III

DEFINITION

Under general supervision, performs a variety of complex and skilled work in the construction, modification, 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 highly specialized park, landscape maintenance, field and facility maintenance, gardening; uses and operates a variety of manual and power tools and light to heavy power driven equipment; performs specialized duties such as welding and masonry work; monitors closed circuit television camera and other equipment requiring specialized training; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. May provide technical and functional direction to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the public works maintenance series. The incumbent performs the full range of highly skilled construction, maintenance, and repair duties required to ensure that City infrastructure, systems, harbor, parks, landscaped areas, buildings and recreational fields and facilities are maintained in 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 highly skilled tasks in the maintenance and repair of assigned facilities and systems. Incumbents are expected to work independently and exercise 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 Lead Worker in that the latter is responsible for supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

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 highly skilled construction, maintenance, and repair activities of City streets and roadways, including alleys, sidewalks, curbs and gutters, roadway base and sub-base, asphalt pavement, crack seal application, concrete repair, as well as sewer, stormwater, and drainage systems and facilities.



- Performs the most complex asphalt and concrete maintenance and repair, including grading and compacting sub-grade to prepare concrete pours, pouring and finishing concrete structures such as drainage systems, sidewalks, curbs, gutters, and pavements, and constructing wood forms for concrete construction projects; demolishes and removes existing concrete structures for repair and reconstruction.
- Operates surface grinding, concrete cutting, cement mixer, survey, root pruning, excavators, and other equipment.
- Performs a variety of general maintenance duties; participates in weed abatement; cleans storm drains, catch basins, and drainage channels.
- Performs the operation of specialized heavy equipment, including cranes, mechanical booms, and lifts.
- Monitors contractors working with and around job sites to ensure the work is appropriately performed to code; addresses discrepancies as necessary.

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

- 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.
- Plants, waters and maintain landscaped areas consisting of turf, bushes, trees, flowers, and shrubs; trims and prunes bushes and shrubs; waters, mows, weeds, renovates, and fertilizes landscapes.
- Performs highly skilled tree trimming and removal services, including pruning branches, grinding, and removing trees safely and efficiently.
- 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.
- Repairs, fabricates, and replaces park fences, tables, countertops, playground equipment, and other parks furniture and facilities.
- Repairs and installs electrical lighting systems and fixtures.
- 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.
- 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.
- Operates and maintains a variety of landscaping equipment including sprayers, edgers, blowers, hedge trimmers, weed eaters and related equipment.
- 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.



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.
- Identifies equipment needs for each assigned project; completes inventory control paperwork and assists in maintaining time, material, and equipment use records.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of construction systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs basic maintenance on equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- When assigned to an administrative function, may be required to write a variety of documents including memos, letters, reports, requests for proposal, invoices and various budget and departmental documents.
- 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 manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Provides lead direction to lower level staff in the absence of the Lead Worker.
- Responds to after-hours emergencies.
- May be assigned a variety of duties to assist other divisions and departmental maintenance, construction and repair projects.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities.
- Traffic control procedures and traffic sign regulations.
- Operations, services, and activities of a parks maintenance program.
- Plant and turf pests and diseases.
- Principles and practices used in carpentry, plumbing, painting, welding, and masonry work.
- Methods and techniques of planting and caring for turf areas, trees, shrubs, and plants including proper pruning methods.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized public works 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.
- Basic mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and basic software.
- Principles and procedures of record-keeping and reporting.
- 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 highly skilled construction, modification, maintenance, and repair work on assigned City infrastructure, systems, and facilities.
- Operate specialized construction and maintenance, light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, 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 three (3) years of experience in a skilled construction trade.

Licenses and Certifications:

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- Possess and maintain a valid California class B driver's license with the appropriate endorsements.
- Possess and maintain a valid Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA) may be required.
- Possess and maintain additional certifications may be required for some assignments.

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 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

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.