

MAINTENANCE WORKER I
MAINTENANCE WORKER II

DEFINITION

To perform a wide variety of skilled and semi-skilled maintenance tasks in the installation, repair, and maintenance of Town-owned streets, parks, landscaped areas, and related facilities and systems.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I - This is the entry-level class in the Maintenance Worker series. Incumbents of this class perform a wide range of construction and maintenance tasks, some of which may be semi-skilled in nature. Positions assigned to this class perform with greater independence and discretion as knowledge and abilities are acquired. Positions assigned to the Maintenance Worker II class which become vacant may reasonably be filled at the Maintenance Worker I level.

Maintenance Worker II - This is the journey level class in the Maintenance Worker series. Positions in this class may be flexibly staffed, and are normally filled by advancement from the lower class of Maintenance Worker I, or, when filled from the outside, require highly skilled and technical work experience. Appointment to the higher class requires that the employee be performing substantially the full range of skilled and technical duties, and meet the qualification standards for the class. Work in this class is distinguished from that of Maintenance Worker I class by the greater complexity of the assignments, and by the skill level required for the work.

SUPERVISION RECEIVED AND EXERCISED

The Superintendent of Public Works provides general supervision.

A Senior Maintenance Worker may provide technical or functional indirect supervision.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Perform a wide-variety of semi-skilled to skilled work in the installation, repair, and maintenance of street facilities, parks, landscaped areas, and related structures and projects.
- Repair and patch streets by hand-sweeping surfaces, loading asphalt, raking and shoveling asphalt and operating an asphalt spreader.
- Participate in concrete work for the repair of curbs, gutters and sidewalks.
- Operate trucks; asphalt rollers, concrete saws, skip loaders, compressors and other equipment.
- Clean drainage ditches and catch basins, as required.

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- Mowing, trimming, pruning of lawns, shrubs, trees and minor irrigation repairs.
- Repair, install and maintain traffic control devices.
- May operate light to moderate construction equipment including skip loaders, backhoes, tractors, mowers, and trucks on routine assignment or on a training basis.
- Respond to emergency situations.
- Clean and care for tools and equipment.
- Maintain routine records.
- Perform regular storm drain maintenance and emergency storm work.
- Perform related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Maintenance Worker I

Knowledge of:

- Basic construction and maintenance methods, procedures, tools, equipment, supplies and materials.
- Uses and purposes of general construction and landscaping tools and equipment.
- Safe work practices.

Ability to:

- Perform a wide range of physically strenuous tasks as required.
- Respond to public complaints and inquiries in a tactful, courteous manner.
- Perform a variety of construction, repair and maintenance tasks.
- Work under routine and emergency conditions, sometimes in severe weather.
- Operate light equipment and learn to operate heavier construction equipment.
- Understand and follow instructions and directions.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be one year of construction, landscaping, or maintenance experience.

License or Certificate

Possession of an appropriate, valid California driver's license.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Knowledge of:

- Town geography and the municipal street system.
- Operation of power equipment, including trucks, loaders, mowers, and related equipment.
- Methods, techniques, equipment and safety practices used in maintaining street and park facilities.
- Safety precautions for working in traffic.

Ability to:

- Perform skilled tasks in the maintenance of assigned facilities.
- Safely operate the tools and equipment common to construction and maintenance work in the area of assignment.
- Respond to emergency situations as needed.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be two years of experience performing duties comparable to those of a Maintenance Worker I in the Town of Tiburon.