



City of Sebastopol Job Description

Job Title: Maintenance Worker I
Division: Miscellaneous
Department: Public Works
Location: Public Works Corporation Yard
Reports To: Public Works Superintendent
Prepared By: D. Del Prete
Approved By: City Council
Approval Date: 09/05/2017
FLSA Status: Nonexempt

PURPOSE

The Maintenance Worker I position works under the general supervision of the Assistant Superintendent to perform a variety of semiskilled or skilled manual tasks and to do specialized skilled jobs as required. This position serves as an introduction to Public Works water and sewer utility maintenance and acts as a means to progress to other positions in the Maintenance Worker classifications after appropriate training and as vacancies occur.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Maintenance Worker series. The Maintenance Worker I classification is distinguished from higher-level classifications in the Maintenance Worker series in that the latter classifications perform work assignments of greater complexity with more independence. Maintenance Worker I classification is further distinguished from the Senior Maintenance Worker classifications in that the latter performs specialized skilled assignments and may be assigned lead worker responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a lead Maintenance Worker or a supervisor or manager as assigned.

TYPICAL JOB DUTIES include but are not limited to the following. Other duties may be assigned.

- Clean and repair water and sewer lines and mains as necessary;
- Excavate trenches for the installation of water and sewer lines;
- Paint street markings;
- Install street signs, fire hydrants and water meter services, water mains, valves, and hydrant laterals;
- Perform minor plumbing and electrical repair and installation work as necessary;
- Maintain and repair City public buildings; assist in asphalt and concrete repairs;
- Perform landscape maintenance duties;
- Clean and maintain public restrooms;
- Perform litter abatement and the emptying of trash cans;
- Perform manual labor for weed abatement and pruning of vegetation;
- Transport and spread mulch;
- Purchase and replant landscape materials as needed;
- Repair irrigation systems;
- Operate power tools as necessary;

- Transport materials and debris in relation to assigned duties;
- Respond to emergency after-hour calls;
- Perform required standby coverage rotation and respond to calls out for service within 30 minutes while on standby duties;
- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to learn and complete each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Possession of a High school diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate; or up to one-year related experience or training; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of an organization.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide. Ability to perform these operations using units of weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid Class C California Driver's License.
- Possession of a Grade 1 Wastewater Collection System Maintenance certification is highly desirable but not required.
- Possession of a Grade 1 Water Distribution Operator certification is highly desirable but not required.

OTHER QUALIFICATIONS

Establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.