

CITY OF SAN JUAN CAPISTRANO

MAINTENANCE WORKER II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of maintenance functions in public land and facilities including city sewer lines and pump stations, maintenance of public buildings and facilities, or street maintenance, landscaping, irrigation, weed abatement, equestrian, open space and right-of-way; and to perform a variety of maintenance functions relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Maintenance Worker series. Employees 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. Positions in this class differ from the Senior Maintenance Worker class in that the latter assumes lead supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Supervisor.

May receive general supervision from higher level supervisory or management staff.

ESSENTIAL FUNCTION STATEMENTS . *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Participates in all public land and facilities maintenance activities, including either maintenance of city sewer lines and pump stations, maintenance of public buildings and facilities and fleet maintenance and repair, or street maintenance, park maintenance, landscaping, irrigation, weed abatement, equestrian, open space and right-of-way maintenance.
2. Operates a variety of maintenance equipment including a water truck, backhoe, dump truck, grader, dozer, sweeper, roller, cement mixer, air compressor, flusher, mowers, forklift, cutting torch, and basic hand and power tools including chain saw, weed eater, drills, and related tools.
3. Constructs forms, and lays and finishes cement on curb, gutter, sidewalk, street, alley and other related areas.
4. Breaks and repairs concrete and asphalt surfaces; excavates and replaces concrete and asphalt surfaces; performs hot patching and sealing of surfaces; shovels and rakes asphalt.
5. Digs ditches; backfills trenches and holes; installs storm drain pipes.
6. Ensures adherence to standard safety precautions; sets up and take down traffic warning devices and barricades for traffic control.
7. Maintains City right-of-way; trims weeds around roadways; picks up litter on medians, gutters, curbs, and related areas.

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8. Maintains and cares for street and park trees to ensure public safety; trims and prunes trees to keep streets and sidewalks clear.
9. Installs, maintains, and repairs traffic signs and markers; maintains and repairs City street lights.
10. Maintains, cleans, and repairs sewer lines, storm drains and drainage ditches; repairs or replaces sewer lines due to leaks; unclogs sewer lines; lays new sewer lines as required.
11. Monitors and checks sewer lift stations, pumps and control panels; cleans stations; repairs and overhaul pumps motors, chlorinators and control valves; operates pumps to regulate system flows and pressure.
12. Inspects City buildings and facilities for damage and safety hazards; prepares work orders; makes repairs; assists with weed and litter abatement for assigned zone.
13. Performs a variety of functions in building maintenance renovation and modification including plumbing, carpentry, electrical work and heating, and air conditioning.
14. Perform preventive and general maintenance on vehicles and equipment; maintains service records.
15. Maintains park grounds including maintenance and removal of trees, shrubs and lawns; maintains bike and equestrian trails; participates in the preparation, application and use of chemicals, fertilizers, and pesticides.
16. Provides assistance at fairs, parades and other special events; sets-up public equipment.
17. Provides emergency assistance, as necessary.
18. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of street, sewer, park, landscaping and building maintenance.

Equipment and tools used in the maintenance and repair of streets, sewers, parks, landscaping, and buildings.

Basic principles of the building trades including plumbing, carpentry, heating and air conditioning, and electrical.

Occupational hazards and standard safety practices.

Use of hazardous chemicals, herbicides, and fertilizers.

Skill in:

Operating a variety of maintenance and repair equipment in a safe and effective manner.

Performing a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Performing heavy manual labor.

Working independently in the absence of supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines

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

Experience:

Two years experience in the maintenance and repair of public streets, sewers, storm drain systems and parks.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a Class B driver's license.
Possession of, or ability to obtain, CPR and First Aid certification.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, bending, kneeling or crouching for prolonged periods of time; performing heavy manual labor; operating motorized equipment and vehicles.