

## CITY OF LINCOLN MAINTENANCE WORKER I / II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Public Services Maintenance Worker series including maintenance, construction and equipment operation work in one or more Public Services divisions; occasionally assists in the training of lower level. Public Services Maintenance Workers; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

#### **Public Services Maintenance Worker I**

The **Public Services Maintenance Worker I** is the entry level class responsible for a wide variety of maintenance and construction tasks. This classification is alternatively staffed with Public Services Maintenance Worker II and incumbents may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

#### **Public Services Maintenance Worker II**

The **Public Services Maintenance Worker II** is the journey level class responsible for a wide variety of maintenance and construction tasks. This classification is distinguished from the next higher classification of Senior Public Services Maintenance Worker in that the latter performance the more complex assignments and lead responsibilities.

### **SUPERVISION RECEIVED/EXERCISED:**

#### **Public Services Maintenance Worker I**

Receives general supervision from a Public Services Supervisor. Incumbents of this class do not routinely exercise supervision.

#### **Public Services Maintenance Worker II**

Receives general supervision from a Public Services Supervisor. May exercise technical and functional supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs maintenance, repair, construction, equipment operation and installation work in streets, water, sewers, refuse collection, parks and buildings.
- Streets: Breaks, removes, crack seals, hydropatches, and repairs surfaces; digs, shovels, hauls, loads and unloads materials; operates jack hammers, tampers, pavement breakers and other hand and power tools; rolls and irons asphalt; operates trucks, backhoes, rollers, pavers, street sweepers and other construction vehicles and equipment; assists in the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks; performs concrete sidewalk, curb, gutter and ramp installation and repair; installs, maintains and repairs street lights; installs

shoring and trench plates; monitors underground service alert (USA's) and marks when necessary; conducts street leaf pickup; mows roadsides.

- Water Distribution and Drainage: Constructs, maintains and repairs storm conduits, curbs, gutters and drainage facilities; installs, repairs and maintains water mains and lines; conducts maintenance at well sites; monitors pump stations; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs water service connections, meters and boxes; performs monthly meter reads; repairs, installs and tests hydrants; monitors USA's and marks when necessary; operates trucks and other construction vehicles and equipment; locates and repairs leaks in water lines; cleans storm drains, flood control facilities and inlets; operates sewer camera and hydrovac.
- Parks and Buildings: Maintains lawns, shrubs, and trees; assists in spraying of herbicides and pesticides; cuts, sprays and removes weeds; clears brush and debris; assists with planting and maintenance of landscaped areas; installs, maintains, repairs and programs irrigation systems; cleans and maintains parks and city buildings; assists in the performance of minor carpentry, plumbing, electrical, painting and remodeling tasks.
- Solid Waste: Operates a variety of collection vehicles and equipment including front, rear and side loaders in the collection and transportation of residential and commercial refuse; drives to landfill site when vehicle is full and unloads material; evaluates and updates assigned routes; cleans, maintains and inspects assigned vehicles; maintains daily logs.
- Fills out reports and work orders; climbs or uses hydraulic aerial devices to top, trim, reshape, strip, treat and remove trees; operates airport fueling vehicles; responds to after-hours call-outs if assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to lower level staff; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, operate hydraulic aerial devices, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Services Maintenance Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Public Services Maintenance Worker I**

One year of experience in construction, maintenance or related work, and a high school diploma or equivalent.

**Public Services Maintenance Worker II**

Three years of experience in construction, maintenance or related work, and a high school diploma or equivalent.

**License/Certificate:**

**Public Services Maintenance Worker I**

A valid class B California driver's license may be required for some positions. Reference attached certificate matrix for additional requirements.

**Public Services Maintenance Worker II**

A valid class B California driver's license may be required for some positions. Reference attached certificate matrix for additional requirements.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Practices, techniques and materials used in maintenance, construction and repair of streets, buildings, parks and water treatment facilities; knowledge of the City street system; applicable federal, state and local laws, codes and regulations; operating characteristics and safety requirements for operation of trucks, refuse vehicles and other heavy and light equipment; defensive driving; proper lifting procedures; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

**Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools and materials.

**Ability to:**

Perform maintenance, repair and installation of asphalt, signs, concrete, water mains and storm drains; drive and operate trucks and heavy construction equipment; respond to issues and *concerns from the community*; *interpret, explain and apply applicable laws, codes and regulations*; operate a variety of construction equipment, vehicles and power and hand tools; perform heavy manual labor for extended periods of time; work at substantial heights; respond to after-hours call-outs if assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary Range:** Refer to Classified Group's Salary Schedule  
**FLSA:** Nonexempt  
**Employee Group:** Classified, Local 39

CLASSIFICATION	MINIMUM REQUIREMENTS FOR POSITION	ADDITIONAL PAY (W/APPROVAL)
<b>Streets / Wtr Dist.</b>		
MW I	None	CDL B/ DO I / Spray Cert / Tanker / Hazmat
MW II	DO I and one of the following certs: CDL-A, CDL-B, CDL w/Tanker Endorsement, Distribution System Operator Cert, CA Qualified Applicator Cert Category C, International Municipal Signal Association Cert, or AS/AA in Engineering Technology, Construction Management, or related field.	CDL A- <b>CDL B</b> / Spray Cert / <b>DO II</b> / DO III / Tanker / Hazmat
Senior	CDL B and DO III	DO IV / CDL A / Hazmat Endorse / Spray Cert / Tanker
<b>Water Quality</b>		
MW I	None	<b>DO I</b>
MW II	One of the following certs: CDPH Water Distribution Operator 1-5, AWWA Backflow Prevention Assembly General Tester, AWWA Cross Connection Specialist, AWWA Water Conservation Practitioner, Certified Irrigation Technician (CIT), Certified Landscape Irrigation Auditor (CLIA), Certified Landscape Water Manager (CLWM), Water Treatment Plant Operator 1-5, Wastewater Treatment Plant Operator 1-5	
Water Tech I	DO I	<b>DO II</b> / Backflow
Water Tech II	DO II	<b>DO III</b> / Backflow / Cross Connect
Senior	DO III	<b>DO IV</b> / Backflow
<b>Mech/Shop</b>		
Helper	None	CDL B / ASE Cert
Mech I	None	CDL B / ASE Cert / CDL M1 / Fire App Cert / Welder Cert
Mech II	CDL B/ASE Certs (2)	ASE Cert (over 2) / CDL A / Tanker / CDL M1 / Fire Ap Cert / Welder Cert
Senior	Fire App Cert/ASE Certs (5)/CDL A	ASE Cert (over 5) / Welder Cert
<b>Parks</b>		
MW I	None	Spray Cert

MAINTENANCE WORKER I/II

MW II	Spray Cert and one of the following certs: CA Qualified Applicator Cert Category B, Certified Playground Safety Inspector, Certified Pool Operator, Aquatic Facility Operator, Certified Water Auditor, Irrigation Association Cert, ISA Cert, or AS/AA in Horticulture, Agronomy, Arboriculture, or related field.	<b>CDL B / Bldg. Trade</b>
Senior	Bldg. Trade/Elec	Horti, Arborist
<b>Refuse</b>		
MW I	None	<b>CDL B / Passenger / Hazmat / Tanker / Haz. Waste</b>
MW II	CDL B	CDL A / Passenger / Hazmat / Tanker / Haz. Waste
Senior	CDL B	CDL A / Passenger / Hazmat / Tanker / Haz. Waste
<b>Sewer</b>		
MW I	None	
MW II	One of the following certs: CWEA Sewer Collection System Maintenance 1-4, Water Treatment Plant Operator 1-5, or Wastewater Treatment Plant Operator 1-5	
WW Tech I	CWEA Col Sys Tech I / CDL B	Hazmat/Tech II
WW Tech II	CWEA Col Sys Tech II / CDL B	Tech III/Hazmat Endorse
<b>Construction</b>		
Insp I	None	<b>AA Degree in related field; BA degree</b>
Insp II	AA Degree in related field	<b>BA or Equiv degree in related field Cert of Regis.</b>
<b>Transit</b>		
Operator	CDL B w/Passenger End.	Instruction Card
Sr. Operator	CDL B w/Passenger & Instruction Card	
Supervisor	Same as Sr.	
<b>Airport</b>		
MW I	None	<b>Class B w/Hazmat</b>
MW II	Class B w/Hazmat	Class A, Tanker
Senior		

NOTE: Endorsements on CDL B's will be considered by the committee for all assignments.