



City of Sebastopol Job Description

Job Title:	Maintenance Worker II
Division:	Public Works Maintenance
Department:	Public Works
Location:	Corporation Yard
Labor Unit:	SEIU
Reports To:	Public Works Superintendent
Prepared By:	Public Works Superintendent
Approved By:	City Council
Approval Date:	09/05/2017
FLSA Status:	Nonexempt

PURPOSE

The Maintenance Worker II position works under the general supervision of the Assistant Superintendent to operate light and moderately heavy, power-driven equipment; to perform a variety of semiskilled or skilled manual tasks; and to do specialized skilled jobs as required. This position involves proven competency in the areas of equipment operation, water and sewer infrastructure repairs, and asphalt and concrete applications. City employees are expected to work equally well with all community members regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Maintenance Worker series. The Maintenance Worker II classification is distinguished from Maintenance Worker I in that the latter classification is the entry-level class in the Maintenance Worker series and serves as an introduction to Public Works water and utility maintenance, whereas the Maintenance Worker II requires demonstrated competency in the areas of equipment operation, water and sewer infrastructure repairs and maintenance and asphalt and concrete applications. Maintenance Worker II performs work assignments of greater complexity and more independence. The Maintenance Worker II classification is further distinguished from the Senior Maintenance Worker class in that the latter performs specialized skilled assignments and may be assigned lead worker responsibilities.

SUPERVISION RECEIVED AND EXERCISED

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

- Operate light and moderately heavy, power-driven equipment, including loader, backhoe, and dump truck in the construction.

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

- Maintenance and repair of City streets, water and sewer services or in other public works maintenance activities.
- 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.
- Perform asphalt and concrete repairs, litter abatement and vegetation removal.
- Operate power tools as necessary to assist in the above tasks.
- Respond to emergency after hour calls.
- Participate in the required standby coverage rotation. *
- Perform other maintenance and repair duties as assigned.

*The Maintenance Worker II position is included in the required standby coverage rotation and must be available to respond to call outs for service within 30 minutes while on standby duty.

QUALIFICATIONS

To perform this job successfully, an individual must be able to learn and complete each essential duty satisfactorily. The requirements listed below 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/OR EXPERIENCE

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate; or one to two years' related experience and/or training; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in group situations to customers, clients, and other employees of an organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, volume, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid Class C California Driver's License.
- Possession of a Grade 1 Wastewater Collection System Maintenance certification within two years of appointment.
- Possession of a Grade 1 Water Distribution Operator certification is highly desirable but not required.
- Completion of Storm Water Best Management Practice Municipal course 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.