

City of Coalinga

155 W. Durian Avenue

Coalinga, CA 93210

Maintenance Worker I, II, III

Pay Class I: 21 General

Pay Class II: 23 General

Pay Class III: 26 General

FLSA Non-Exempt

DEFINITION

Under close to limited supervision of the Public Works Supervisor or his/her designee, performs unskilled to skilled tasks in the maintenance, construction, repair and grounds keeping of City utility systems (water plant and distribution, wastewater plant and collections and gas system), streets, airport and other facilities; operates and maintains a variety of field equipment and hand tools; reads utility meters and makes gas and water turn-on and turn-offs; answers service calls; and performs other duties as assigned.

CLASSIFICATION

The assigned duties in this multi-class range from entry to advance, and from routine to more complex as the incumbent demonstrates the ability to perform such duties.

Maintenance Worker I - This is the entry-level class in the Maintenance Worker series. Under close supervision with detailed instruction and review, incumbents are expected to learn the common and most typical tasks of the position. As training proceeds and the work is done with less supervision, incumbents preparing for advancement to level II receive more difficult and complex tasks to perform. The progression of Maintenance Worker I to Maintenance Worker II requires an evaluation of employee skill, performance levels and completion of required certification/training.

Maintenance Worker II - This is the intermediate-level class of the Maintenance Worker series. Incumbents are expected to perform a variety of repair and maintenance tasks without detailed instructions. As skill and knowledge increases, more difficult duties are assigned for advancing to Maintenance Worker III. Incumbents may provide training to less experienced employees. Advancement to Maintenance Worker III requires an evaluation of employee skill, performance levels, and completion of required certifications/training.

Maintenance Worker III - This is the advance-level of the Maintenance Worker series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the Division and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures

while completing assignments. Incumbents may serve as lead workers and may serve as supervisors over less experienced Maintenance Workers.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Assists in the installation, repair and maintenance of City utility systems – water production, water distribution, wastewater collection, wastewater treatment, gas distribution and other utility services.
- Repairs and replaces concrete sidewalks, curbs, gutters and other concrete structures; repairs and maintains streets by patching with hot or cold asphalt mix; sealing cracks; removing road hazards; and sets up traffic control and safety zones.
- Installs and maintains street signs; maintains street markings; lays out traffic striping and legends prior to painting; and sets up traffic control and safety zones.
- Participates in the work of a crew engaged in the removal of graffiti including sandblasting, chemically cleaning and painting surfaces.
- Walks along a predetermined route of varying length reading water, gas, and electric meters, both analog and digital.
- Enters meter readings, access information, trouble codes, and other data into meter books or hand-held computers designed specifically for meter reading tasks.
- Informs Supervisor of abnormal or suspicious meter conditions or usage patterns such as hazardous circumstances such as gas odors, exposed electrical wiring, open or broken water or curb gas meter boxes, inoperative meters, meters which appear to have been tampered with, etc. so the condition can be remedied.
- Answers customers' questions regarding billing or other utilities-related subjects or refers customers to proper office to obtain answers; maintains at all times a high level of politeness and professionalism in dealing with customers.
- Acts as serviceman to answer public calls for utility service; performs gas and water turn-on and turn-offs and lights pilot lights.
- Performs occasional minor water-gas meter maintenance tasks such as checking water and gas pressure gas and meter glass replacement and cleaning.
- Responds to emergency calls from the public and other agencies; takes appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets or flood control facilities.
- Uses a variety of equipment and tools such as sandblaster, airless pump machine, rollers, welders, paint striper, airless painter; rollers, dump trucks, jack hammers, air compressors, tractors, etc; and cleans and cares for tools and equipment used on the job.

- Operates a variety of public works automotive field equipment and grounds maintenance equipment, including service trucks, large mowers, dump trucks, backhoe, tractor and motor grader; performs daily pre-use inspections of equipment and performs other regular safety, maintenance and cleanliness checks as required.
- Lifts, moves, loads, hauls and unloads heavy objects including boxes, rocks/stones, gravel, dirt, asphalt, concrete, meters and other materials and equipment.
- Provides landscaping maintenance, mowing, weeding, edging, debris removal and clears away undergrowth, irrigating, irrigation system installation and repair, fertilizing and application of herbicides necessary for proactive maintenance in compliance with all City rules, regulations and ordinances.
- Lifts, moves, loads and unloads heavy objects including boxes, rocks/stones, gravel, dirt, asphalt, concrete, meters, and other materials and equipment as directed.
- Maintains accurate records and submits productivity reports.
- Cleans and cares for tools and equipment used on the job.
- Carries out daily pre-use inspections of equipment and performs other regular safety, maintenance, and cleanliness checks as required.
- May perform as lead crew member with limited supervisory responsibilities.
- Provides high level of customer service to all customers, users, tenants, vendors, citizens and co-workers.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of twelfth grade; specialized training in a related field is highly desirable.

Experience: Maintenance Worker I: some experience in public works maintenance and repair

Maintenance Worker II: two years of increasingly responsible experience in public works maintenance and repair work, and public works technology programs, or two (2) years of experience performing duties comparable to Maintenance Worker I in the City of Coalinga.

Maintenance Worker III: five (5) years of experience in public works maintenance and repair work, with two (2) of those years performing duties similar to those of the Maintenance Worker II with the City of Coalinga.

Licenses: Valid State of California Drivers License; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

Certification(s): To be eligible for the beginning-level Maintenance Worker I position the incumbent **must possess or complete** the following certifications/training within 18 months of hire:

- ▶ Grade D1 Water Distribution Certificate issued by the State Water Resources Control Board;
- ▶ All required Operator Qualifications (OQ) tasks and training for natural gas distribution administered by the Public Works Division;
- ▶ Must be able to pass the California Department of Motor Vehicle (DMV) physicals and drug tests mandated by the Pipeline and Hazardous Materials Safety Administration (PHMSA); **and**
- ▶ A California Class B Driver License is preferred.

To be eligible for the intermediate-level Maintenance Worker II position, the incumbent **must possess or complete** the following certifications/training:

- ▶ Grade D2 Water Distribution Operator Certificate issued by the State Water Resources Control Board; **and**
- ▶ All required Operator Qualifications (OQ) Level 2 tasks and training for natural gas distribution administered by the Public Works Division; **and**
- ▶ Must be able to pass the California Department of Motor Vehicle (DMV) physicals and drug tests mandated by the Pipeline and Hazardous Materials Safety Administration (PHMSA); **and**
- ▶ A California Class B Driver License preferred.
- ▶ Performance of higher level duties on a regular basis.

To be eligible for the advance-level Maintenance Worker III position, the incumbent **must possess or maintain** the following certifications/training:

- ▶ Grade D3 Water Distribution Operator Certificate issued by the State Water Resources Control Board; **and**
- ▶ All required Operator Qualifications (OQ) of Level 2 tasks including field training of Maintenance Worker I & II for natural gas distribution; **and**
- ▶ Maintain a California Class B Driver License with no airbrake restriction; **and**
 - ▶ Must be able to pass the California Department of Motor Vehicle (DMV) physicals and drug tests mandated by the Pipeline and Hazardous Materials Safety Administration (PHMSA); **and**
- ▶ Performance of higher level duties on a regular basis.

NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: The following are a representative sample of the KSA's necessary to perform essential tasks of the position.

Knowledge of: Equipment operation, techniques, and methods used in the area of specialization; common tools and equipment used in construction and maintenance work; safety precautions and procedures; tools, methods, techniques and materials used in street, water, gas, sewer, and grounds construction and maintenance; standards relating to the proper installation and maintenance of street signs and pavement markings; basic principles involved in the operation and maintenance of pumps and motors; and traffic laws, ordinances and rules related to truck and heavy equipment operations.

Skill and Ability to: Operate the particular type of equipment assigned; perform a variety of semi-skilled and sometimes skilled maintenance, construction and utility service work; perform heavy manual labor; maintain simple records; enter and read numerical data; work effectively without immediate supervision; understand and carry out oral and written directions; learn departmental procedures and programs; have excellent attendance and be punctual; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification.

Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Sufficient mobility to work outdoors, in hot and cold weather; sufficient mobility to ascend or descend ladders, scaffoldings, stairs, or inclined surfaces; ability to reach, lift, load or unload heavy materials; walk 8-10 miles a day; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands); ability to see well enough to read small print, gauges, and instruments; see distances sufficient to see oncoming traffic, read signs, and hazards; subject to loud noise and dirty (dusty or muddy) work conditions. Because duties may require going on citizens' property and occasionally into their premises, it is absolutely essential that the incumbent have unimpeachable honesty, a high level of regard for customers' privacy, and a significant degree of politeness. Individuals must exercise good judgment, be flexible, creative, and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: Marissa Trejo 11/1/22
Marissa Trejo, City Manager Date