CITY OF BRISBANE

PUBLIC WORKS MAINTENANCE WORKER I/II

Definition

Under general supervision of the Public Works Superintendent, performs a variety of semiskilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and sanitary sewers, water and wastewater systems; and performs other related duties as required.

Class Characteristics

Public Works Maintenance Worker I is the entry-level into this maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn City facilities, use of tools and equipment and a wide variety of practices and procedures. As experienced is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Public Works Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City.

Public Works Maintenance Worker II is the experienced-level class, capable of performing a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. While incumbents may possess craft-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Public Works Superintendent in that the latter has management, budgetary and departmental administrative support responsibilities in addition to assigning, supervising, reviewing and evaluating the work of Public Works Maintenance Workers.

Examples of Duties (Illustrative Only)

When performing the street maintenance assignment:

- Excavates and prepares potholes and excavations related to water and wastewater line repair for patching on streets and alleys.
- Loads cold and hot mix, asphalt and patching oil; applies and finishes as required.
- Uses an airless paint sprayer, mixes, thins and applies paint and stripes streets, crosswalks and stop sign bars; replaces reflective pavement markers and street signs.
- Removes concrete, builds forms and repairs sidewalks and gutters that have been damaged and are trip hazards or need repair after water or wastewater line work; performs other concrete work around City buildings as required.

- Cleans storm drains, sidewalks, and other appurtenances using a variety of hand and power tools and equipment.
- Maintains, repairs and flushes underground water distribution lines and storm and sanitary sewer collection systems.
- Operates a street sweeper on a regularly assigned schedule.
- Determines the location of underground lines and marks them accordingly.

When performing the parks maintenance/landscaping/tree assignment:

- Plants, waters, fertilizes and removes annual and perennial plantings and maintains landscaped areas in an attractive condition.
- Mows and rakes grass areas; edges grass areas and removes weeds from landscaped and grass areas.
- Prunes hedges, shrubs and trees in parks and street areas.
- Maintains playground equipment in a safe operating condition.
- If appropriately certified, applies herbicides and pesticides as required.
- Empties trash containers and removes trash from parks, landscaped areas and other City properties.
- Plants, trims, waters, stakes and maintains City trees; removes dead or unwanted trees.

When performing the building maintenance assignment:

- Maintains public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Performs basic remodeling to City facilities; paints the inside and outside of all City buildings; removes graffiti and repairs vandalism.
- Repairs and replaces plumbing fixtures, as required.
- Inspects and performs routine maintenance on HVAQ equipment.
- Repairs, replaces and maintains interior and exterior lighting systems

When performing all assignments:

- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Directs the work of an assigned crew on a project basis; assists with the training and direction of new or temporary staff.
- Contacts residents and businesses to inform them of work to be performed.
- Operates a variety of vehicles and construction equipment.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains logs and records of work performed and materials and equipment used.
- Reports the need for major contract repair or maintenance of facilities and equipment.

Qualifications

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices.
- Basic traffic control procedures.

Skill in:

- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Education:

Equivalent to graduation from high school.

Experience:

Public Works Maintenance Worker I – Six months of construction, maintenance or repair experience in at least one of the areas found in City work.

Public Works Maintenance Worker II – In addition to the above, two years of semi-skilled maintenance experience in a variety of craft areas at a level equivalent to the City's class of Public Works Maintenance Worker I.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Specified positions require possession of a class B or A driver's license. Must obtain certification as a Water Distribution Operator II issued by the State of California in a time frame specified by the City. Such certification shall be maintained during employment.

Working Conditions:

May be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

Approved Date: February 13, 2001
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Resolution: 2001-20

Former Titles:

Abolished: