

## **PUBLIC WORKS MAINTENANCE WORKER I**

### **DEFINITION**

Under direct supervision, to perform a variety of assignments in the maintenance, repair, and construction of roads, bridges, drainage systems and other public works facilities; to learn equipment operation; to assist in performing a variety of skilled and semi-skilled maintenance work and repair of buildings and grounds; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and training level in the Public Works Maintenance Worker Class series. Incumbents in this series will be assigned primarily to either Road work or Facilities work, but may be cross-trained in and assigned in both as workload demands. Incumbents work under close supervision. When sufficient job knowledge is obtained and sound work habits have been demonstrated, an incumbent may be promoted to the level of Public Works Maintenance Worker II, typically one to two years.

### **REPORTS TO**

Public Works Maintenance District Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

ROAD: Assists with and performs a variety of unskilled and semi-skilled duties in the maintenance, construction, and repair of County roads, bridges, and drainage systems; learns to operate road maintenance equipment such as trucks, snowplows, and loaders; performs unskilled duties such as cutting weeds, clearing debris, and cleaning ditches; paves, patches, and repairs roads; operates hand tools; straightens and replaces snow stakes and road signs; may drive vehicles to transport materials, tools, and equipment; performs routine maintenance and repair tasks on equipment; acts as a flagperson for road repair and maintenance crews; performs shovel work, opening, widening, and backfilling excavations; assists with the installation and repair of traffic control and warning signs; completes reports and records; cleans and cares for tools and equipment; assists with inspections of roads and other facilities for needed repairs learns safety for individual and team work.

**FACILITIES:** Performs a variety of unskilled and semiskilled work in the maintenance and repair of County buildings and grounds; assists with carpentry, painting, plumbing, and electrical work; assists with building alterations; assists with heating, air conditioning, and ventilation systems maintenance and repairs, performs work involved in the cleaning and care of the County buildings and facilities; maintains the assigned areas in a clean, orderly and safe condition; moves and arranges furniture and equipment; takes care of equipment and materials used in work assignments; mows and edges lawns and other grounds areas; trims trees, shrubs and hedges; waters ground areas; assists in installing, operates and maintains a variety of irrigation equipment; does landscaping and gardening; participates in the repair and remodeling of County buildings; assists with the inspection of buildings and facilities for needed repairs; uses and operates a variety of hand and power tools; learns to use electrical testing and other specialized testing equipment; constructs, assembles, and repairs furniture; snow removal; completes and maintains accurate records and reports; learns safety for individual and team work; maintains confidentiality.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds unassisted and greater than 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, electrical testing equipment, computers and telephones.

### **TYPICAL WORKING CONDITIONS**

Work is performed outdoors in varying temperature, severe weather, and humidity condition; work is performed in environment with constant noise; exposure to fumes, grease and oils; exposure to moving equipment; exposure to electrical current; exposure to controlled and hazardous substances, pesticides, herbicides, and chemicals; frequent contact with staff and the public. Incumbents are subject to working after hours, evenings, weekends, holidays, and call-outs.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Basic knowledge of maintenance and construction tools and equipment.
- Basic knowledge of landscaping, carpentry, electrical, and plumbing trades.
- Standard tools, methods, practices, and materials involved in the building trades.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Occupational hazards and safety precautions of the building and grounds maintenance trades.

- Safe work practices.

Ability and willingness to:

- Perform a variety of unskilled and semi-skilled work in the maintenance, construction, and repair of County roads, bridges, culverts, and public works facilities.
- Learn to operate equipment.
- Maintain basic records.
- Perform heavy physical labor.
- Learn to perform a wide range of skilled and semi-skilled building and landscaping trade work.
- Learn applicable provisions of building, electrical, and plumbing codes.
- Use a variety of building trades tools and equipment.
- Recognize and locate conditions, which require maintenance and repair work.
- Use and care for hand and power tools utilized in the building and landscaping trades.
- Learn to estimate time and materials needed to perform maintenance, construction, and repair jobs.
- Good oral and written communication skills.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.
- Use Computers.
- Maintain confidentiality.
- Follow oral and written directions.
- Maintain and make basic repairs to equipment.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Previous work experience performing heavy physical labor and demonstrating mechanical aptitude is highly desirable.

Special Requirements: Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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Salary Range 46