

**CITY OF LOS BANOS  
Job Description**

<b>POSITION TITLE</b>	MAINTENANCE WORKER TRAINEE MAINTENANCE WORKER I MAINTENANCE WORKER II MAINTENANCE WORKER III
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

**DEFINITION**

To perform a variety of construction, maintenance and repair duties related to City's streets, sidewalks, buildings, and parks.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor; receives technical and functional supervision from a Public Works Foreman.

**DISTINGUISHING CHARACTERISTICS**

**Maintenance Worker Trainee**

This is the trainee level in the Public Works Maintenance Worker series. Positions in this class have no directly related work experience. The Maintenance Worker Trainee is distinguished from the I level by the lack of any job related knowledge or experience. Incumbents work under immediate supervision while learning the basic knowledge required of the job.

**Maintenance Worker I**

This is the entry level in the Public Works Maintenance series. Positions in this class typically have little directly related work experience. The I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**Maintenance Worker II**

This is the first full working level in the Public Works Maintenance series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

### **Maintenance Worker III**

This is the second full working level in the Public Works Maintenance series and is distinguished from the II level by the responsibility for assisting the Public Works Foreman with coordinating and assigning work and reviewing the work of crews. This class is distinguished from Public Works Foreman in that the latter is the advanced journey level with the responsibility for coordinating, assigning, and reviewing the work of assigned staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality
- Perform construction, maintenance and repair activities designed to provide quality streets, sidewalks, traffic control systems and related City public facilities.
- Perform required labor involved in construction and maintenance projects as part of a crew, including applying reclamite, emulsion, crack filler, hot mix and cold mix overlays to reconstruct and repair streets, sidewalks, curbs and gutters; apply striping, delineators, signs and other traffic control devices.
- Spray right-of-ways, planters, ball fields and other City areas with herbicides and pesticides; perform manual weed abatement activities.
- Trim, prune, plant and maintain City trees; operate a chain saw, chipper, stump grinder and root cutter; notify supervisor of diseased and/or damaged trees.
- Mow, edge, fertilize and maintain grass and turf; remove weeds, prune shrubs, plant and maintain plants and flowers; operate a mower, edger, blower and tractor.
- Remove graffiti from City buildings and infrastructure.
- Perform routine carpentry, plumbing, painting and repair of City facilities and buildings.
- Prepare and maintain ball fields; water down, drag and chalk fields.
- Clean and maintain City restrooms, picnic areas, buildings and other public facilities.
- Clean up debris from parking lots, walkways, ditches, alleys, streets and storm drains.
- Maintain records related to the inspection and repair of City facilities and infrastructure.
- Contact residents and business owners in areas where streets will be temporarily closed for maintenance or repairs; respond to citizens questions.
- Operate and maintain City vehicles and heavy equipment, i.e. tractors, loaders, and various power tools.
- Repair signs.
- Maintain and repair public sprinkler systems; monitor and make routine corrections to irrigation systems servicing parks or other landscaped City areas.
- Inspect, maintain and make routine repairs to playground equipment.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

## **Maintenance Worker Trainee**

### **Knowledge of:**

- Basic uses and purposes of general construction tools and equipment.
- Safe work practices.
- The operation of heavy equipment.

### **Ability to:**

- Learn to perform routine maintenance City streets, parks, buildings and related facilities and infrastructure.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; and remember equipment location.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing construction and maintenance duties; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Keep clear, concise, accurate and legible written reports and records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

## **Maintenance Worker I**

In addition to the qualifications for the Public Works Maintenance Worker Trainee:

### **Knowledge of:**

- Methods, techniques and tools and the operational characteristics of mechanical equipment used in maintenance of streets, buildings, park areas, trees and removal of graffiti, depending on assignment.

### **Ability to:**

- Perform skilled maintenance, construction and repair work in the area of work assigned.
- Identify safety hazards.
- Safely operate a variety of hand and power tools and equipment.

### **MINIMUM QUALIFICATIONS**

- Possession of, or ability to obtain a valid California Class B driver license within six (6) months of hire date.

## **Maintenance Worker II**

In addition to the qualifications for the Public Works Maintenance Worker I:

### **Knowledge of:**

- Irrigation system repair methods.
- Practices of pruning and maintaining trees, depending on assignment.
- Safe application of pesticides and herbicides, depending on assignment.

### **Ability to:**

- Independently perform a variety of repair and maintenance activities involving City streets, parks, buildings and related infrastructure.
- Interpret work orders and prioritize work.

### **MINIMUM QUALIFICATIONS**

- Possession of a valid California Class B driver license.

## **Maintenance Worker III**

In addition to the qualifications for the Public Works Maintenance Worker II:

### **Knowledge of:**

- Principles and practices of prioritizing, coordinating and assigning work.

### **Ability to:**

- Effectively coordinate and distribute work assignments.
- Provide training to staff and assist with the identification and correction of employee deficiencies.

### **MINIMUM QUALIFICATIONS**

- Possession of a valid California Class B driver license.

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