



Job Description

Title: Maintenance Worker I-II	FLSA Status: Non-Exempt	Created: August 2022
Supervisor: Director of Public Works	Supervises: N/A	Revised:
Job Family: Public Works	Bargaining Unit: Public Works	Approved:

JOB SUMMARY:

Under the direction (Maintenance Worker I) or general direction (Maintenance Worker II) of the Director of Public Works, perform a variety of unskilled and semi-skilled tasks in the construction, operation, repair and maintenance of City roads and related infrastructures and City water, sewer and parks facilities and systems as assigned; assist other maintenance personnel in the performance of a variety of duties as assigned.

Maintenance Worker I:

This is the entry and first working level classification in the Maintenance Worker class series. This level is distinguished from Maintenance Worker II by the performance of a narrow range of semi-skilled maintenance assignments under closer supervision. Many of the assignments in this class are performed in a learning capacity. When requisite skills and sound work habits have been demonstrated, an incumbent may be promoted to the Maintenance Worker II level. Incumbents are assigned to one of several divisions in the Public Works Department.

Maintenance Worker II:

This class is distinguished from the Maintenance Worker I class by the requirement of greater expertise in the operation of more types of equipment and the ability to provide lead supervision on an occasional basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of unskilled and semi-skilled tasks in the construction, operation, repair and maintenance of City roads and related infrastructures; replace faded or damaged traffic signs and traffic control markings; repair street lights according to established procedures.
- Maintain City parks and perform related grounds keeping duties including irrigating, fertilizing, mowing and trimming the grass and landscaped areas; perform weed abatement duties as assigned; clear debris from walkways, fields and courts; service, clean and maintain water fountains and public restrooms accordingly; perform repairs on playground equipment, picnic tables, barbeques and other parks equipment as assigned.
- Perform assigned labor involved in construction and maintenance projects as a member of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair and backfilling; clean ditches and other drainage structures.
- Assist Utility Workers in maintaining and repairing water operation and distribution systems.
- Provide assistance with animal control duties by responding to complaints and capturing loose animals as needed according to established procedures.
- Clean public buildings including trash removal, vacuuming, mopping, sweeping and perform minor repairs; remove graffiti from City property.
- Prepare and maintain routine records related to assigned activities.
- Operate a variety of equipment and heavy machinery related to assigned activities including street sweepers, industrial lawn mowers, tractors and backhoes; utilize standard hand and gardening tools; drive a vehicle to conduct work including trucks of various sizes to assist with the loading, hauling and unloading of equipment, materials and refuse as assigned.
- Maintain equipment and tools in clean and working condition; check equipment and tools after use and refer issues or needed repairs to appropriate staff.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns regarding repairs, safety and other maintenance-related issues.

- Assist with special events and seasonal projects as assigned by the position.
- Attend and participate in trainings related to assigned activities as required.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

Knowledge of:

- Common hand and power tools used in assigned construction, repair or maintenance activities.
- Methods and procedures used in City road and related infrastructure maintenance, construction and repair activities.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in assigned grounds keeping work.
- Methods and materials used in controlling weeds and other pests.
- Health and safety regulations.
- Proper lifting techniques.

Ability to:

- Learn and perform a variety of manual tasks related to assigned activities.
- Perform a variety of duties in construction, grounds keeping, repair or maintenance as assigned.
- Maintain assigned areas in a safe condition.
- Operate and maintain hand and power tools and other equipment used in maintenance, grounds keeping, repair and maintenance.
- Understand and follow oral and written instructions.
- Learn basic record-keeping techniques.
- Observe health and safety regulations.
- Work cooperatively with others.
- Perform heavy physical labor.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Maintenance Worker I:

- Graduation from high school or equivalent GED.
- One year general maintenance experience.

Maintenance Worker II:

- Graduation from high school or equivalent GED.
- Two years of experience in public works construction and maintenance comparable to a Maintenance Worker I with the City of Livingston.

Licenses, Certifications and other Requirements:

- Valid California Class C driver’s license.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate maintenance equipment.
- Walking, standing or sitting for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes.
- Working from heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.