



CITY OF LAKEPORT
MAINTENANCE WORKER I and II
(Formerly Public Works Maintenance Worker I and II)

Maintenance Worker I: \$2,535 - \$3,206 per month
Maintenance Worker II: \$3,090 – \$3,919 per month
Filing Deadline: Wednesday, July 11, 2018 - 5:00 P.M.

HOURS OF WORK

The incumbent will work a “9-80” schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to on-call time and overtime.

JOB DESCRIPTION

DEFINITION

Under immediate supervision, performs unskilled and/or semi-skilled manual labor in the construction, maintenance and repair of public works facilities including water and sewer systems, streets, traffic systems, sidewalks, signs, boat docks and ramps, graffiti removal, storm drains, tree trimming, and abatement of nuisances in the public right of way; performs a variety of semi-skilled and unskilled tasks involved in the maintenance, limited construction, or repair of City buildings and facilities; performs related work as assigned.

CLASS CHARACTERISTICS

Maintenance Worker I is the entry level class in this series. Initially under close supervision, incumbents learn to perform assigned activities with detailed instructions as to specific procedures to be followed. Public Works Maintenance Worker I's are expected to learn to operate a variety of equipment.

Maintenance Worker II is the journey level classification in this series. Individuals have responsibility to perform assigned activities without detailed instructions as to specific procedures to be followed. Incumbents in this class may also be expected to assist in the training of less experienced personnel and to operate on a regular basis a variety of equipment.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Within the Utilities Department, participates in the work of a water crew engaged in installing, removing, and repairing large and small services; cutting, fitting, laying and repairing water mains; cleaning and flushing water mains; repairing mains, valves and hydrants; inspecting, testing, and operating valves, fittings and related water distribution equipment; keeping truck stocked with supplies and materials; repairing fire hydrants and flow testing related equipment; locating, excavating and repairing water lines and related facilities; inspecting water projects for leaks, decayed pipes, and spills; installing barricades and routing traffic in a safe manner.

Within the Utilities Department, participates in the work of a sewer crew engaged in installing, removing, and repairing large/small services; cutting, fitting, laying and repairing sewer mains; cleaning and flushing sewer mains; repairing mains and valves; inspecting, testing, and operating valves, fittings and related sewer equipment; keeping truck stocked with supplies and materials; locating, excavating and repairing

sewer lines and related facilities; inspecting sewer projects for leaks, decayed pipes, and spills; installing barricades and routing traffic in a safe manner. Assists in the Infiltration and Inflow program, including gathering input/output data into computer database management software.

Within the Public Works Department, participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters and other concrete structures; repairing and maintaining city streets and alleys by patching with hot or cold asphalt mix; clearing storm drains and catch basins; operating a variety of equipment and using a variety tools/equipment such as rollers, dump trucks, jack hammers, air compressors, tractors; setting up traffic control and safety zones.

Participates in the work of the traffic crew engaged in installing and maintaining street signs and street markings; uses a variety of equipment and tools such welders, paint striper, airless painter, chemical sprayer.

Participates in the work of a crew engaged maintaining and repairing sewer mains, storm drains and lift stations; assists in the operation of the hydrojetter to clean sewer lines; cleans blockages to sewer lines storm drains and catch basins.

Performs weed abatement related tasks; assists in trimming and removing trees from a boom truck.

Assists with a variety of carpentry, masonry, plumbing and electrical repair work; cleans plugged drains; performs routine maintenance on valves, fittings, and other fixtures; installs new plumbing fixtures; builds cabinets and shelves; constructs or repairs walls, platforms and ramps; finishes wood and repairs a variety of wooden objects; prepares surfaces for painting; applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces; repairs, replaces and installs boat ramps and floats ; pours and finishes concrete for monuments and plaques.

Reads meters and enters readings; re-reads meters and notes correct meter reading; evaluates meter condition and meter service area; repairs service line fittings such as gate valves, meter connections, angle stops, pipes, and curb stops; repairs meters in the field by changing glasses, replacing registers, and re-setting boxes; cleans dirt and weeds from meter boxes and trims bushes and trees obstructing meter boxes.

Learns to operate and operates a variety of light, medium and heavy equipment including street sweeper, backhoes, boom truck, dump trucks; checks equipment and performs routine maintenance; operates a variety of hand and power tools.

Maintains and cares for supplies, facilities and equipment; performs routine maintenance and equipment safety inspections; reports maintenance and safety hazards to appropriate personnel.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and some experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Knowledge, Skills and Abilities

Maintenance Worker I: Working knowledge of common tools and equipment used in construction and maintenance work; grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; basic safety precautions and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations; equipment and procedures involved in the construction, maintenance, and repair of streets, roads and drainage systems; the materials, tools, and methods used in general building repair and maintenance. Basic skill in the operation of a variety of equipment and vehicles; use of hand and power tools.

Maintenance Worker II Considerable knowledge of common tools and equipment used in construction and maintenance work; grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; basic safety precautions and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations; equipment and procedures involved in the construction, maintenance, and repair of streets, roads, and drainage systems; the materials, tools, and methods used in general building repair and maintenance. Journeyman-level skill in the operation of a variety of equipment and vehicles; use of hand and power tools.

Ability to understand and carry out oral and written directions; use a variety of tools and equipment; perform heavy manual labor and physically strenuous tasks on a regular basis; lift 90 pounds on a regular basis; perform basic or journeyman-level task in a variety of construction and maintenance activities; safely operate vehicles, equipment and stationary mechanical equipment and make minor adjustments and repairs; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; apply policies and procedures; work independently; work safely; pour and mix concrete; read and interpret basic maps and blueprints; perform light carpentry, plumbing, and masonry work; perform a variety of building maintenance tasks.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain a Class B California driver's license with appropriate endorsements.

Possession of or ability to obtain a Class A California driver's license with appropriate endorsements may be required for some assignments.

Possession of or ability to obtain a California Pesticide Applicator Certificate may be required for some assignments.

When mandated by the state, possession of certifications such as collections and distribution.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.
Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.
Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents
Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.
Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.
Power Equipment: Operates power tools or other machinery that are potentially hazardous.
Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.
Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.
Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.
Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment
Heights: Ability to work on surfaces above 20 feet.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides the PERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental Life Insurance: The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for.

Supplemental Questionnaire: Applicants must submit a Maintenance Worker Supplemental Questionnaire.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101 so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation age disability or marital status.

Open Oct 1, 2018 **Closed Nov 15, 2018**