



## ***JOURNEYMAN MAINTENANCE & UTILITY FIELDWORKER JOB DESCRIPTION***

### **GENERAL STATEMENT OF DUTIES:**

Performs semi-skilled and skilled duties in general maintenance, repair and construction work assignments in support of public works projects; performs work on City streets, storm drainage systems, sewer systems, water systems, and other City properties and facilities.

### **DISTINGUISHING CHARACTERISTICS:**

This is the full journey-level class within the Maintenance and Utility Worker series and performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition. This class is distinguished from the Lead Maintenance and Utility Worker class in that the latter is responsible for technical and functional supervision of lower-level staff and is capable of performing the most complex, advanced journey level duties assigned to the crew. This class must have the experience and basic skills to perform the semi-skilled to skilled duties assigned to the position. It is expected that employees in this classification will persistently and diligently strive to acquire knowledge and experience necessary to gain certification and skills commensurate with full journey level performance.

### **SUPERVISION RECEIVED AND/OR EXERCISED:**

This employee receives general supervision from the Public Works Director, and technical or functional supervision from the Lead Maintenance and Utility Fieldworker.

Assignments may require that this position provide supervision to Maintenance and Utility Fieldworker I personnel or act as crew leader on an intermittent basis.

### **EXAMPLE OF DUTIES:**

1. Adjusts plant controls and process to ensure effective treatment.
2. Repairs and maintains the wastewater collection system, operates sewer rodder equipment.
3. Performs pick and shovel work in digging, widening and back filling trenches and assists in the maintenance and repair of water and sewer lines.
4. Maintains, repairs and installs water mains, water service, water pumping equipment, purification equipment, fire hydrants and related equipment.
5. Maintains and operates water reservoirs, valves and related piping, including Sewer Plant and Water Filtration Plant.
6. Maintains daily activity log, monitors storage tank levels, sounds wells and records depths for report purposes.
7. Perform basic analysis in water and wastewater treatment.
8. Reads meters and keeps accurate records.
9. Installs, repairs and maintains wastewater facilities consisting of sewage and wastewater treatment plants.
10. Operates and maintains pumps.

11. Operates and maintains aerators, clarified digesters, grinders, filters, chemical dispensers and related equipment.
12. Maintains treatment ponds.
13. Checks meters, gauges and flow meter readings for plant operators, assists in reviewing results of laboratory tests to determine effectiveness of plant operations.
14. Responds to customer requests for service, complaints and problems.
15. Answers emergency calls, takes appropriate action such as placing barricades, calls out additional assistance/responsible agencies, removes fallen trees and limbs, clears clogged drainage channels, repairs/replaces street signs, performs emergency patching of streets, performs emergency repairs on water and sewer systems.
16. Installs, repairs, and maintains streets, sidewalks, storm drains, traffic signs and landscaping.
17. Operates and maintains a variety of light and heavy equipment including backhoe, loader, dump truck, boom truck, jack hammer, and sewer rodding machines; drives other City vehicles and operates other power equipment as necessary.
18. Performs major and minor repairs to equipment used in the course of duties.
19. Trims and maintains trees in public right-of-way, trims lawns, shrubs, maintains parks and other landscaped areas, performs other maintenance work as assigned.
20. Applies pesticides and herbicides as directed.
21. Performs building maintenance tasks such as painting, minor construction and general repairs.
22. Lifts, moves and carries heavy objects.
23. Maintains a safe working environment.
24. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of water and sewer systems or ability to gain working knowledge and skills within probationary period; knowledge of basic construction maintenance and procedures, methods and terminology; knowledge of occupational hazards and standard safety practices as necessary in the area of work assigned; ability to perform a variety of skilled and semi-skilled construction, repair and maintenance work in assigned area of water and wastewater systems; ability to operate a variety of hand and power tools and heavy equipment, including the operation of trucks, dump trucks, loaders and backhoes or has the ability to gain operational skills within probationary period; ability to perform maintenance and repair of job-related equipment; ability to understand calculations and communicate effectively both verbally and in writing; ability to work with other employees and the public in a harmonious and productive manner; ability to assist and train less experienced workers as necessary; possession of a valid California driver's license and a satisfactory driving record.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Strenuous physical work with continuous exposure to such unpleasant elements as dust, fumes and odors, dampness, raw sewage, noise levels, or outside weather conditions. Physical demands include frequent lifting and carrying of objects over 75 pounds, often combined with stooping, bending, twisting, crawling, reaching, working above ground at heights of 40 feet or more or on irregular surfaces, and working in confined spaces. Employee will be required to maintain Hepatitis B immunization.

**EDUCATION & EXPERIENCE:**

Education: High School diploma or General Education Development certificate required.

Experience: Two years of progressively responsible experience performing duties of a Maintenance & Utility Worker I or equivalent experience. To advance from the Fieldworker I-level, candidates must possess the knowledge, skill, experience, licenses and certifications which meet the qualifications for this position and demonstrate the ability to perform the work of the higher-level class.

**SPECIAL QUALIFICATIONS:**

Driver's License: Possession of a valid California Class C driver's license at the time of appointment.

Licenses: At the time of appointment, certification issued by the State of California will be required at Grade II Water Treatment or Grade II Wastewater Treatment, as well as any combination of education and/or experience necessary for satisfactory job performance. The maintenance of valid licenses and certificates is a condition of continued employment and shall be continuously maintained. Additional stipends awarded for appropriate certifications.

**SELECTION GUIDELINES:**

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

**This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.**