MAINTENANCE & UTILITY FIELDWORKER I JOB DESCRIPTION
Open-Competitive Recruitment
(Salary: $41,820 - $50,832 Annually)

GENERAL STATEMENT OF DUTIES:

Performs 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 entry-level class within the Maintenance and Utility Worker series. This class is distinguished from the higher classes by the performance of the more routine tasks and duties assigned to the position within the series. This class is typically used as a training class, and employees may have only limited or no directly-related work experience but must gain basic skills during the probationary period and persistently and diligently strive to acquire knowledge and experience necessary to gain certification and skills commensurate with journey-level performance.

SUPERVISION RECEIVED:

This employee works under the supervision of the Director of Public Works, and upon assignment, the Leadworker.

EXAMPLE OF DUTIES:

1. Assists in the installation, repairs and maintenance of streets, sidewalks, storm drains, traffic signs and landscaping.
2. In learning capacity, 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.
3. Assists in the performance of major and minor repairs to equipment used in the course of duties.
4. Trims and maintains trees in public right-of-way, trims lawns, shrubs, maintains parks and other landscaped areas, performs other maintenance work as assigned.
5. Performs building maintenance tasks such as painting, minor construction and general repairs.
6. Lifts, moves and carries heavy objects.
7. Performs pick and shovel work in digging, widening and back filling trenches and assisting in the maintenance and repair of water and sewer lines.
8. Applies pesticides and herbicides as directed.

9. In a learning capacity, maintains, repairs and installs water mains, water service, water pumping equipment, purification equipment, fire hydrants and related equipment.

10. In a learning capacity, maintains and operates water reservoirs, valves and related piping, including Sewer Plant and Water Filtration Plant.
11. Maintains daily activity log, monitors storage tank levels, sounds wells and records depths for report purposes.
12. Learns to perform basic analysis in water and wastewater treatment.
13. Reads meters and keeps accurate records.
14. In a learning capacity, installs, repairs and maintains wastewater facilities consisting of sewage and wastewater treatment plant.
15. Operates and maintains pumps.
16. Operates and maintains aerators, clarified digesters, grinders, filters, chemical dispensers and related equipment.
17. Maintains treatment ponds.
18. Checks meters, gauges and flow meter readings for plant operators, assists in reviewing results of laboratory tests to determine effectiveness of plant operations.
19. Adjusts plant controls and process to ensure effective treatment.
20. Repairs and maintains the wastewater collection system, operates sewer rodder equipment.
21. Under supervision, responds to customer requests for service, complaints and problems.
22. 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.
23. Maintains a safe working environment.
24. Performs other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

Basic knowledge of use of hand and power tools; basic construction maintenance and procedures, methods and terminology; learns the operation of trucks, dump trucks, loaders and backhoes and has the ability to gain basic operational skills within probationary period; learns to perform maintenance and repair of job-related equipment; acquires a working knowledge of water and sewer systems within probationary period; ability to understand and follow verbal and written instructions; ability to perform basic mathematical calculations and communicate effectively both verbally and in writing; ability to work with employees and public in a harmonious and productive manner; 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. Must be able to work on-call and weekend shifts.

EDUCATION & EXPERIENCE:

High School diploma or General Education Development certificate required. Certification will be required within one year of employment at Grade I – Waste Water Treatment or Grade I – Water Treatment, as well as any combination of education and/or experience necessary for satisfactory job performance. Certification in the appropriate Grade 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.