



## Maintenance Worker I

### **DEFINITION**

Under immediate supervision, this classification performs a variety of unskilled and semi-skilled tasks in the construction, maintenance and landscaping of District facilities. Maintenance Workers can be assigned to any one of the operational departments in the Facilities and Watershed Division and the work performed is determined by the assignment.

### **DISTINGUISHING CHARACTERISTICS**

This is the first working level class of the maintenance series. Under supervision, incumbents perform routine maintenance of facilities and landscaped areas and may perform repairs, installations and semi-skilled work on a crew or in a shop unit. This Maintenance Worker I is distinguished from the Maintenance Worker II in that the latter is the journey level classification that independently performs the full range of duties in the maintenance, installation, construction and repair of District facilities and properties.

Positions in the Maintenance Worker class series are flexibly staffed; positions at the Maintenance Worker II level are normally filled by advancement from the Maintenance Worker I level; progression to the Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Maintenance Worker II level.

### **EXAMPLES OF DUTIES**

The duties performed are determined by the operational work unit to which the Maintenance Worker is assigned. Typical duties may include, but are not limited to the following:

- Follows safe work practices and observes safety rules and precautions;
- Drives light trucks and dump trucks and may operate other construction equipment;
- Loads, unloads and transports dirt, supplies and construction materials;
- Flags traffic, sets up traffic cones and barricades to channel traffic;
- Reads maps, blueprints, diagrams and work orders;
- Cleans, lubricates and maintains equipment, tools and trucks used on the job;
- Disposes of litter, debris, brush and litter;
- Maintains simple records of work performed, materials and equipment used, and job site conditions in writing, verbally and using the computer; and
- Performs related duties as required.

In addition to the duties listed above, incumbents assigned to the operational work units below may perform the following additional duties:

#### MAINTENANCE OF FACILITIES AND BUILDINGS

- Assists and/or performs the carpentry work in constructing and repairing tanks, pump houses and other facilities; repairs and maintains structures and equipment;
- assists and/or performs repairs and maintenance of roads and trails, access to tank sites and other District facilities;
- applies paint and other coatings by hand or spray; prepares a variety of surfaces for painting;
- works on ladders and scaffolding at heights; and
- may be assigned to perform other general maintenance duties as required.

#### MAINTENANCE OF DISTRICT LANDSCAPE AREAS AND PROPERTIES

- Performs a variety of tasks in connection with maintenance of the watershed, tank sites and landscaped areas, including watering, pruning, fertilizing, cultivating, trimming, mowing, transplanting and general clean-up;
- removes debris; cleans and removes litter leaves, brush and tree trimmings; cuts and removes weeds and other undesirable plant growth;
- uses hand tools including picks, shovels, pneumatic and hydraulic tools, chain saw, jackhammers, tampers, compressors, trucks and related equipment;
- applies or assists in the application of chemicals using power and hand spray equipment to control pests, plant disease, weeds and other undesirable growth;
- may maintain records of chemical applications, fertilizer applications, landscape maintenance; and
- assists and/or installs, maintains, operates and troubleshoots problems of irrigation systems.

#### MAINTENANCE OF NATURAL RESOURCES AND WATERSHED FACILITIES

- Performs a variety of maintenance, construction and repair tasks of the Watershed facilities and natural resources including hiking trails, watershed roads, erosion control structures, recreation facilities, fish habitat improvements, employee housing and other administrative buildings;
- assists with vegetation management, application of herbicides and pesticides, removal of exotic plant species and hazardous trees, and restoration of native habitat, seed collection, and planting native vegetation;
- assists and/or participates in tasks related to wildland firefighting and prescribed vegetation burns, construction and maintenance of fire fuel breaks;
- assists with mapping watershed features including facilities and natural resources using global position system;
- may monitor and coordinate maintenance, construction or repair activities of the watershed volunteers or adult offender work program workers; and
- may enter data into various information systems.

#### MAINTENANCE OF WATER DISTRIBUTION SYSTEMS

- Assists or performs installation, repairs and maintenance of pipelines, valves, fittings, hydrants and meters;
- taps pipelines;
- cuts and threads pipe to fit;
- locates and marks pipeline facilities;

- uses maps, drawings and sketches locates to inspect and repair valves, hydrants;
- builds forms and pours concrete, does asphalt patching and paving;
- assists and performs flushing and may chlorinate pipelines;
- checks tanks, pumps and related equipment;
- sets up safety equipment on jobs; and
- repairs District roads and culverts.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of (as applicable to area of assignment):

All employees in this class may be expected to have knowledge of:

- The operation, maintenance and care of equipment and tools used in connection with job duties;
- basic arithmetic including addition, subtraction, multiplication and division, fractions and percentages;
- safe construction practices and procedures including safety precautions for operating power equipment, working in traffic and under hazardous conditions.

Ability to (as applicable to area of assignment):

All employees in this class may be expected to have the Ability to:

- Perform heavy physical work for extended periods;
- learn practices and techniques of landscape, natural resources and vegetation maintenance;
- maintain simple records, and make simple mathematical calculations;
- understand and carry out written and oral instructions;
- operate a variety of landscape, mechanical and construction equipment skillfully and safely;
- operate a personal computer in order to enter and retrieve data;
- effectively and courteously deal with public and with those contacted in the course of work;
- work at high elevations, on scaffolds, ladders, storage tanks and buildings;
- work from boats, barges, floats around and on District lakes;
- work on below-ground-level projects and in confined spaces; and
- drive a vehicle and travel to off-site locations.

Incumbents assigned to the operational work units below should also possess knowledge of:

### **MAINTENANCE OF DISTRICT LANDSCAPE AREAS AND PROPERTIES AND MAINTENANCE OF NATURAL RESOURCES AND WATERSHED FACILITIES:**

- Principles, techniques and practices of horticulture landscape maintenance, soils and soil preparation, pruning, planting, fertilization and irrigation systems;
- practices of habitat restoration, vegetation management and wildland trail and road management; and
- chemicals used to control plant disease, insects and weeds and the use, application and safety procedures of a variety of chemicals, equipment and tools related to vegetation and landscape maintenance.

**TRAINING AND EXPERIENCE:**

Any combination of training and experience equivalent to:

- Completion of the twelfth grade or its equivalent; and,
- One year of experience in construction, repair and maintenance of facilities or water distribution systems, grounds-keeping, landscaping, irrigation or related work, including the use of hand and power tools, and chemical spray equipment.

**INTERNAL PROMOTIONAL CRITERIA:**

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

**OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.” (Ref: California Government Code, Title 1, Division 4, chapter 8, Sections 3100-3109);
- willingness to work outdoors in all weather conditions, in difficult terrain situations, and in vehicle traffic areas;
- work on an "on call" basis for emergency situations; and
- work while wearing protective clothing and/or prescribed uniform.

**LICENSES AND/OR CERTIFICATIONS**

- Class A California driver’s license (CDL) issued by the State Department of Motor Vehicles (DMV) must be obtained within the first twelve (12) months of employment, and at a minimum, possession of a Class C CDL and satisfactory driving record is required upon hire;
- Current District employees hired or promoted prior to October 1, 2018 who do not already possess a commercial CDL, may be requested to attain a Class A or Class B CDL, based upon assignments within this classification. At minimum, all current District employees must possess a Class CCDL;
- All employees in this classification are subject to regular review of the Department of Motor Vehicle driver’s activity reports, and must maintain a satisfactory driving record;
- An employee in this classification performs “safety-sensitive functions” and must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991;
- Depending upon assignment, must possess, or obtain within twelve (12) months of employment, a pest control applicator's license with a Q.A.L. (Qualified Applicator's License) or Q.A.C. (Qualified Applicator's Certificate);
- Depending upon assignment, completion of a District paid wildland fire academy or its equivalent within twelve (12) months of employment;

- Depending upon assignment, must possess, or obtain within twelve (12) months of employment a First Aid Certificate or its equivalent and Cardiopulmonary Resuscitation (CPR) Certificate.

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

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds and occasionally lift material or operate tools weighing 75 to 110 pounds such as the operation of a jackhammer. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

### **ADDITIONAL PHYSICAL DEMANDS**

- Work while wearing protective clothing;
- Depending on assignment, a self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment;
- Exposure to potentially hazardous materials, chemicals, solvents, microbiological pathogens, pesticides, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: January 2008  
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Approved by: Human Resources Manager