



# Marin Municipal Water District

## MAINTENANCE WORKER II

### **DEFINITION**

Under general supervision, performs a variety of skilled and semiskilled work in the construction, maintenance, landscaping and repair of facilities and properties of the District; and to do related work as required. Maintenance Workers can be assign to any one of the operational departments in the Facilities and Watershed Division and the work performed is determined by the assignment.

### **DISTINGUISHING CHARACTERISTICS**

The duties of this classification require the incumbent to independently perform the full range journey level duties in the maintenance, installation, construction and repair of District facilities and properties. The Maintenance Worker II must be competent and experienced enough to personally complete work procedures and schedules designed to ensure the accurate and timely completion of tasks.

### **EXAMPLES OF DUTIES**

The duties performed are determined by the operational work unit to which the Maintenance Worker is assigned. The following duties are considered essential for all positions in this job classification:

- Follows safe work practices and observes safety rules and precautions;
- Drives light trucks and dump trucks and operates 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;
- Responds to and/or assists the public with information regarding work or hazards of work;
- May assist in the training and/or directing the work of subordinates.

In addition to the above essential duties listed above, tasks within assigned departments may include, but are not limited to, the essential duties listed below. Each employee assigned to this classification may perform the additional duties listed below in the assigned department.

#### **Maintenance of Facilities and Buildings:**

- performs the carpentry work in constructing and repairing tanks, pump houses, vaults and other facilities;
- repairs, maintains and paints facilities, structures and equipment;

- repairs and maintain roads and trails, access to tank sites and other District facilities;
- installs and makes repairs to pumps, motors and piping
- uses hand tools including saws, drills, picks, shovels, pneumatic and hydraulic tools, chain saw, jackhammers, tampers, compressors, trucks and related equipment;
- requisitions and maintains all supplies and materials needed for tasks;
- applies paint and other coatings by hand or spray; prepares a variety of surfaces for painting;
- works on ladders and scaffolding at heights
- 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 chemicals using power and hand spray equipment to control pests, plant disease, weeds and other undesirable growth;
- maintains records of chemical applications, fertilizer applications, landscape maintenance
- installs, maintains and operates irrigation systems;
- schedules, and time, materials and equipment used;
- complies with weekly and monthly schedules of tasks to be completed;
- keeps current on new techniques, chemicals and fertilizers used in landscape maintenance.

#### Maintenance of Facilities and Shop Areas

- performs a variety of maintenance, construction and repair tasks of District facilities
- makes requisitions, maintains supplies and materials needed for tasks;
- prepares surfaces and applies paint and other coatings by hand or spray;
- maintains and repairs pneumatic and gas powered tools and related equipment;
- taps pipelines;
- operates lathes, band saw, pipe threading machines and a variety of related equipment;
- performs other general shop maintenance and warehouse duties as required.
- tracks time, materials and equipment used;
- performs light welding duties
- performs building maintenance;
- fills in for warehouse staff when not available;
- delivers parts to service crews;
- maintains and operates Mueller T20 hot tapping machine;
- requisitions parts for pneumatic tool repair, cut-off saws, drill bits for taping machine;

#### 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 fire fighting 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;
- monitors and coordinates maintenance, construction or repair activities of the watershed volunteers or adult offender work program workers;
- may enter data into various information systems.

#### Maintenance of Water Distribution Systems

- installs, repairs and maintains 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;
- flushes and may chlorinate pipelines;
- checks tanks, pumps and related equipment;
- sets up safety equipment on jobs;
- repairs District roads and culverts.

#### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of: All assigned areas:

- 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.

Maintenance of District Landscape Areas, Natural Resources and Watershed Facilities:

- Familiar with principles, techniques and practices of horticulture landscape maintenance, soils preparation, pruning, planting, fertilization and irrigation systems;
- familiar with practices of habitat restoration, vegetation management and wildland trail and road management;
- chemicals used to control plant disease, insects and weeds and use, application and safety procedures of a variety of chemicals.

Ability to:

- make arithmetic calculations, some of which involve fractions and percentages;
- learn practices and techniques of landscape, natural resources and vegetation maintenance;
- develop and maintain a variety of records;
- perform manual labor for extended periods;
- understand and carry out written and oral instructions;
- operate a computer to enter and retrieve data;

- read and understand maps, blueprint, diagrams landscape drawings;
- safely operate hand and power tools and equipment;
- drive a vehicle and travel to off-site locations;
- 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;
- effectively and courteously deal with public and with those contacted in the course of work;
- train and direct personnel.

#### Maintenance of District Landscape Areas and Properties

- Identify common shrubs, trees, plant diseases & insect pests;
- safely use and apply chemicals to plants and vegetation;
- operate typical landscape equipment skillfully and safely.

#### Training and Experience

Any combination of training and experience equivalent to:

Completion of the twelfth grade or its equivalent; and,

Two years of experience in construction, repair and maintenance of facilities or water distribution systems, watershed and natural resources, grounds-keeping, landscaping, irrigation or related work, including the use of chemical spray equipment.

#### **OTHER REQUIREMENTS**

All assigned areas:

- 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);
- employees who drive a vehicle to carry out assigned job-related duties must possess and maintain a California drivers’ license for the class of the vehicle driven and employees will be subject to review of the Department of Motor Vehicle driver’s activity reports.
- work on an "on call" basis for emergency situations;
- willingness to work outdoors in all weather conditions and in traffic;
- work while wearing protective clothing and/or prescribed uniform.

#### **LICENSES AND/OR CERTIFICATIONS**

Maintenance of District Landscape Areas and Properties, Natural Resources and Watershed Facilities:

- depending upon assignment, possession of a Class B California driver's license issued by the State Department of Motor Vehicles;
- depending upon assignment, must possess a current pest control applicators license with a Q.A.L. (Qualified Applicator's License) or Q.A.C. (Qualified Applicator's Certificate);
- depending upon assignment, possession of International Society of Arboriculture, Certified Arborist within 12 months of appointment;
- depending upon assignment, completion of a District paid wildland fire academy or its equivalent within 12 months of employment.

- depending upon assignment, must possess, or obtain within twelve (12) months of employment a First Aide Certificate or its equivalent and 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, 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.

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. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

### **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**  
**Revised: April 2013**  
**Approved by: Human Resources Manager**