

# **TOWN OF SAN ANSELMO**

## **MAINTENANCE WORKER I/ MAINTENANCE WORKER II**

### **DEFINITION**

To perform a variety of semi-skilled to skilled field maintenance tasks in the construction, repair, and maintenance of Town streets, parks, buildings, and related facilities according to area of assignment.

### **DISTINGUISHING CHARACTERISTICS**

**MAINTENANCE WORKER I** – This is the entry level class in the Maintenance Worker series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

**MAINTENANCE WORKER II** – This is the full journey level class within the Maintenance Worker series. This class is distinguished from the Maintenance I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Senior Maintenance Worker in that the later perform skilled work requiring a high degree of skill and independent judgement and as appropriate exercise technical and functional supervision over maintenance personnel, volunteers, and Court-assigned community service workers.

### **SUPERVISION RECEIVED AND EXERCISED**

#### **Maintenance Worker I**

Receives immediate supervision from supervisory and management personnel, and may receive technical and functional supervision from other maintenance personnel.

#### **Maintenance Worker II**

**TOWN OF SAN ANSELMO**  
**Maintenance Worker I/II (cont'd)**

Receives general supervision from supervisory and management personnel, and may receive technical and functional supervision from other maintenance personnel.

**ESSENTIAL DUTIES** - *Depending upon assignment, duties may include, but are not limited to, the following:*

**Maintenance Worker I**

Operate light and moderately heavy equipment such as dump and water trucks, rotary mowers, and backhoes, in tasks of excavation, digging, mowing, hauling, and loading; assist in equipment maintenance by performing minor repairs and service tasks as needed.

Manually perform resurfacing, oiling, patching, overlay and sealing of streets, including digging out potholes and raking and spreading asphalt.

Mark pavement with traffic warnings, restraining lines, and other marking devices; replace street signs.

Perform traffic control including set up and removal of signs and cones, and flagging.

Install curbs and gutters; clean ditches and culverts and repair storm drains; lay drainage pipe; build forms and mix and pour concrete.

Sweep, mop, vacuum, wax, and remove trash at Town facilities.

Mow lawns and perform routine maintenance of sprinkler systems; perform a variety of grounds maintenance tasks, including planting and pruning trees, trimming, raking, and cultivating, irrigating, and applying fertilizer at Town parks and related areas.

Perform routine carpentry, plumbing, and electrical service and repair work; maintain buildings; clean, paint, and replace light fixtures.

Maintain supplies for maintenance and janitorial tasks; load and unload materials and supplies.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Perform related duties as assigned.

**TOWN OF SAN ANSELMO**  
**Maintenance Worker I/II (cont'd)**

**Maintenance Worker II**

**As assigned in Streets:**

Operate light and moderately heavy equipment such as dump and water trucks, rotary mowers, and backhoes, in tasks of excavation, digging, mowing, hauling, and loading; assist in equipment maintenance by performing minor repairs and service tasks as needed.

Manually perform resurfacing, oiling, patching, overlay and sealing of streets, including digging out potholes and raking and spreading asphalt.

Mark pavement with traffic warnings, restraining lines, and other marking devices; replace street signs.

Perform traffic control including set up and removal of signs and cones, and flagging.

Install curbs and gutters; clean ditches and culverts and repair storm drains; lay drainage pipe; build forms and mix and pour concrete.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Perform related duties as assigned.

**As assigned in Parks:**

Operate light and moderately heavy equipment such as dump and water trucks, rotary mowers, and backhoes, in tasks of excavation, digging, mowing, hauling, and loading; assist in equipment maintenance by performing minor repairs and service tasks as needed.

Mow lawns and perform routine maintenance of sprinkler systems; perform a variety of grounds maintenance tasks, including planting and pruning trees, trimming, raking, and cultivating, irrigating, and applying fertilizer at Town parks and related areas.

Perform traffic control including set up and removal of signs and cones, and flagging

Perform routine carpentry, plumbing, and electrical service and repair work; maintain buildings; clean, paint, and replace light fixtures.

Maintain supplies for maintenance and janitorial tasks; load and unload materials and supplies.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

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**Maintenance Worker I/II (cont'd)**

Perform related duties as assigned.

**As assigned in Building Maintenance:**

Perform routine carpentry, plumbing, and electrical service and repair work.

Maintain buildings; clean, paint, and replace light fixtures; perform routine maintenance and service to heating and air conditioning units.

Sweep, mop, vacuum, wax, and remove trash at Town facilities.

Patch walls, replace washers, gaskets, and electrical switches.

Maintain supplies for maintenance and janitorial tasks; load and unload materials and supplies.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge of :**

Basic techniques and principles used in construction, repair, and maintenance of public streets, parks, buildings, and related facilities.

General use and purpose of tools, equipment, and methods used in field maintenance and construction work.

Safe driving practices and general safe work practices.

**Ability to:**

Perform semi-skilled general maintenance and construction tasks.

On a continuous basis, know and understand operations and observe safety rules.

Intermittently analyze problem equipment; identify and locate equipment and tools; interpret work orders; remember equipment and tool locations; remember street/road names and general geographic areas.

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**Maintenance Worker I/II (cont'd)**

Perform heavy physical labor.

Act quickly and calmly in emergency situations.

Analyze situations quickly and objectively to determine proper course of action.

Safely and effectively perform duties and operate equipment in regular traffic areas.

Work unusual and prolonged work schedules; work multiple shifts during emergencies, seasonally-caused circumstances, or special projects in varying climatic and temperature conditions.

Use various hand tools, including hammers, screw drivers, rakes, shovels, and hand tampers.

Learn to operate a variety of power equipment, tools, and vehicles used in the construction, repair, and maintenance of public works facilities and in parks maintenance and landscaping activities.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training:**

***Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:***

**Experience:**

One year of experience in field construction and maintenance work.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate**

Possession of a valid California Class C Driver's license.

**For assignment in Streets or in Parks:** Possession of, or must obtain within one year of employment (probationary period), a valid California Class B Driver's License.

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**TOWN OF SAN ANSELMO**  
**Maintenance Worker I/II (cont'd)**

**As assigned in Streets:**

**Knowledge of:**

Practices, methods, and materials used in municipal field construction, repair, and maintenance work.

Vehicle codes and safety practices relevant to operating light and moderately heavy vehicles and equipment.

**Ability to:**

Operate a variety of power equipment, tools, and vehicles used in the construction, repair, and maintenance of public works facilities.

Perform a variety of semi-skilled maintenance and construction tasks.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible experience performing duties similar to those of a Maintenance Worker I in the Town of San Anselmo and the required knowledge and abilities for street assignment. (Internal lateral transfers between areas of assignment will be considered as fulfilling specific experience assignment requirement; except that flexible staffing advancements from the I to II levels are only applicable within the same area of assignment.)

**License or Certificate:**

Possession of, or must obtain within one year of employment (probationary period), a valid California Class B Driver's License.

**As assigned in Parks:**

**Knowledge of:**

Practices, methods, and materials used in municipal field work, including parks maintenance and landscaping activities.

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**Maintenance Worker I/II (cont'd)**

Vehicle codes and safety practices relevant to operating light and moderately heavy vehicles and equipment.

**Ability to:**

Operate a variety of power equipment, tools, and vehicles used in parks maintenance and landscaping activities.

Perform a variety of semi-skilled and skilled parks maintenance and landscaping activities.

**Experience and Training:**

***Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:***

**Experience:**

Two years of responsible experience performing duties similar to those of a Maintenance Worker I in the Town of San Anselmo and the required knowledge and abilities for parks assignment. (Internal lateral transfers between areas of assignment will be considered as fulfilling specific experience assignment requirements; except that flexible staffing advancement from the I to II levels are only applicable within the same area of assignment.)

**License or Certificate:**

Possession of, or must obtain within one year of employment (probationary period), a valid California Class B Driver's License.

**As assigned in Building Maintenance:**

**Knowledge of:**

Practices, methods, and materials used in building maintenance activities, including routine plumbing, electrical, carpentry and related mechanical and building trades work.

**Ability to:**

Operate a variety of power equipment and tools used in building crafts and mechanical trades work.

**TOWN OF SAN ANSELMO**  
**Maintenance Worker I/II (cont'd)**

Perform a variety of power equipment and tools used in building crafts and mechanical trades work.

Perform a variety of semi-skilled and skilled building crafts and mechanical trades work.

Experience and training:

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Experience:

Two years of responsible experience performing duties similar to those of a Maintenance Worker I in the Town of San Anselmo and the required knowledge and abilities for building maintenance assignment. (Internal lateral transfers between areas of assignment will be considered as fulfilling specific experience assignment requirements; except that flexible staffing advancements from the I to II levels are only applicable within the same area of assignment.)

License or Certificate:

Possession of a valid California Class C Driver's License.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

Intermittently sit while operating motorized equipment; bend, squat, climb, kneel, twist, and reach when operating equipment or installing parts, or digging, cleaning, and spreading; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 90 pounds or more. This position requires working outdoors in adverse conditions such as in hot, cold and/or inclement weather.

Date: 2-8-07

Approved: Debra Stutsman  
Town Manager