



March 2025
Salary: \$3,646 - \$4,432 per month
Union: CLOCEA
FLSA: Non-exempt

SKILLED MAINTENANCE WORKER

DEFINITION

Under supervision of the Public Work Operations Manager and task leadership of the Crew Leader, performs unskilled and semi-skilled work related to maintenance, repair and installation of public works equipment, systems, facilities and sites. In addition, performs skilled work on specific tasks of expertise in Public Works activities. Performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Public Works Operations Manager and daily activity task leadership from the Public Works Crew Leader. This position does not supervise.

CLASS CHARACTERISTICS

This classification has responsibility for performing the unskilled and semi-skilled work in daily tasks of the Public Works crew. This positions also performs independent skilled work in specific areas of expertise related to Public Works activities and assists with skilled maintenance, repair and installation of water, sewer, streets, facilities and parks tasks. This class is distinguished from the Maintenance Technician in that the latter performs the full range of skilled work in daily tasks of the Public Works crew.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs the unskilled and semi-skilled work on Public Works tasks involving maintenance, repair and installation of the following facilities and systems: water production and distribution, wastewater and stormwater collection, treatment and disposal, plants and facilities, streets, traffic signals, markings and signage and parks.
- Independently performs skilled work in specific areas of expertise such as repair and installation of pipelines, water wells, lift stations, wastewater plant, paving or concrete, is a certified arborist or possesses a Grade 1 Distribution or Grade 1 Treatment Operator certification.
- Performs unskilled and semi-skilled work on the water system such as maintenance and repair of water lines, valves, hydrants, water wells and facilities; installation and replacement of water mains, valves, hydrants and service lines.
- Performs unskilled and semi-skilled work on the sewer system such as maintenance and repair of sewer laterals, mains, lift stations and treatment plant; installation and replacement of sewer lateral and mains.
- Performs unskilled and semi-skilled work on street maintenance and repair such as pothole patching and digout repairs on asphalt; concrete curbs, gutters, sidewalks; striping signage and lighting.
- Performs unskilled and semi-skilled work on parks and landscaping including maintenance, repair and installation of irrigation systems and plantings.
- Assists in performing skilled work in the above Public Works tasks.

- May be assigned tasks such as assisting in building forms for curbs, sidewalks, and related construction, pouring and finishes concrete for same, patching holes, pumping out flooded areas, painting traffic stripes on streets, repairing and erecting signs and street lights, painting and repairing a variety of street facilities, operating equipment such as back-hoe, tractor, sweeper, jack hammer, park maintenance and occasional meter reading.
- Operates motor vehicles and equipment in the performance of assigned duties.
- Cleans and cares for tools and equipment.
- Ensures the use of safe working methods, techniques and procedures of the occupational hazard and employee safety training programs while performing tasks.
- May respond to emergency and after-hours calls.
- Maintains and timely submits purchase receipts and invoices for payment.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic materials, records, equipment and current practices used in the maintenance, repair and installation of water and sewer systems, streets, traffic safety systems, vehicles and equipment, and related facilities sites and structures.
- Safety practices, personal protective equipment, and devices used in public works activities.

Skill in:

- Performing basic Public Works maintenance, repair and installation tasks.
- Providing independent skilled work in specific areas of expertise such as repair and installation of pipelines, water wells, lift stations, wastewater plant, paving or concrete, is a certified arborist or possesses a Grade 1 Distribution or Grade 1 Treatment Operator certification.
- Developing and maintaining effective work relationships with those contacted in the performance of required duties.

Ability to:

- Learn and perform a variety of unskilled and semi-skilled tasks in the maintenance, repair and installation of Public Works facilities
- Operate vehicles and equipment observing legal and appropriate driving and operating practices.
- Use hand and power tools required in general maintenance, repair and installation work.
- Perform heavy manual labor.
- Ability to understand and carry out oral and written instructions
- Ensure compliance to standards and safety requirements on Public Works crew activities.
- Communicate effectively in written and oral form.
- Function effectively in emergency situations.

Education and Experience:

A combination of education, experience, and training which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Typical education would include graduation from high school, or attainment of a G.E.D. Typical experience would be a minimum of one (1) year of direct experience in a municipality or other public agency in public works or maintenance. Qualifying experience above the minimum may be substituted for education as long as sufficient education has been obtained to assure the ability to read and write English at a level required for successful job performance. In addition, experience in independently performing skilled work in specific areas of expertise such as repair and installation of pipelines, water wells, lift stations, wastewater plant, paving or concrete, is a certified arborist or possesses a Grade 1 Distribution or Grade 1 Treatment Operator certification.

Licenses and Certifications:

- Possession of a valid California driver's license.

PHYSICAL DEMANDS

Requires the mobility to work in a field environment. Requires the ability for long periods of time to walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing field work; lift, move, push and pull materials up to 25 pounds frequently and up to 100 pounds occasionally; work in an outdoor environment resulting in exposure to the weather and requiring the ability to perform heavy labor in a variety of conditions; use hands to touch, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others including reading and writing.

ENVIRONMENTAL ELEMENTS

Work is performed in a field environment. Incumbent drives on surface streets, traverses uneven terrain on foot, and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, confined spaces, fumes, dusts, odors, toxic or caustic chemicals, vibration. Employees may interact with upset staff and/or public and private representatives.