



**DECEMBER 2014  
FLSA: NON-EXEMPT**

## **MAINTENANCE TECHNICIAN I/II**

### **DEFINITION**

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure, including buildings, parks, streets, water distribution and/or stormwater and drainage systems and facilities; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Public Works Maintenance Supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

### **CLASS CHARACTERISTICS**

**Maintenance Technician I:** This is the entry-level class in the maintenance technician series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually do not perform the full range of duties required of the positions at the II level and are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Maintenance Technician II:** This is the full journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Maintenance Technician in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

Positions in the Maintenance Technician class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring one (1) additional year of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have two (2) years of prior related experience that allows the employee to meet the qualification standards for the II level.

**EXAMPLES OF TYPICAL JOB DUTIES (Illustrative Only)**

*Management reserves the right 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.*

**When performing the street maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City streets and related facilities.
- Participates in asphalt maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.
- Performs tree trimming and removal services, including pruning branches, grinding tree stumps to ground level, and removing trees safely and efficiently.
- Performs legend painting and striping of City streets, curbs, and parking lots using appropriate materials.

**When performing the parks maintenance:**

- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic fields, and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks, landscapes, and street trees, and related facilities.
- Installs, inspects, and maintains park equipment and grounds to ensure safe operating conditions for citizens, including making repairs.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas.
- Maintains the interior and exterior of park facilities, including making repairs.
- Installs and repairs irrigation equipment, including installing irrigation pipes, maintaining clocks and timers, testing systems, replacing valves, and making repairs.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.

**When performing the water distribution maintenance assignment:**

- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the City's water distribution system.
- Installs and replaces water and fire services and hydrants, including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; installs service lines for newly

developed properties and accounts for the installation of meters for new homes; performs shut-downs of services, as required.

- Turns water service on or off; performs water service shut-offs for non-payments.
- Flushes water distribution lines to ensure water quality, utilizes chlorine level testing devices, and runs tests for dissolved solids, bacteria, and coliforms.
- Monitors flood control gates and pumps; cleans gates; installs new gates and pumps when necessary.
- Assists in pipeline installation and repair.

**When performing the stormwater/sewer maintenance assignment:**

- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage.
- Performs concrete and open channel maintenance, including inspecting and repairing stormwater conveyance systems, removing/abating weeds and other invasive vegetation, removing sediments, debris, and trash from channels, applying site delineation, best management practices, and erosion control before, during, and after maintenance activities, and keeping in compliance with applicable Federal, State, and local water regulatory laws and regulations.

**When performing the facilities maintenance:**

- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; installs and repairs ceiling tiles, floor tiles, linoleum, and/or carpet; repairs and patches roofs and paints or stains as necessary; and performs other related tasks.
- Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, and cleans grease traps.
- Performs basic maintenance on City electrical systems; repairs and replaces light bulbs and electrical fixtures.
- Sets up rooms and equipment for classes, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Performs general custodial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, moping, waxing, striping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning furniture and counter tops; empties, cleans, and sanitizes waste and recycle bins.

**When performing all assignments:**

- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of construction systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.

- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principals, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Maintenance Technician II, in addition to the above:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing streets and roadways, as well as parks and facilities.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

### **Ability to:**

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Maintenance Worker II, in addition to the above:**

- Perform construction, modification, maintenance and repair work on streets and roadways, as well as parks and facilities.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.

- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**Education and Experience:**

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

Maintenance Technician I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Maintenance Technician I: One (1) year of general maintenance experience related to the area of assignment is desirable.

Maintenance Technician II: Three (3) years of experience in construction, maintenance, and/or repair, including one (1) year of working for a municipality performing field maintenance work within the assigned area of responsibility.

**Licenses and Certifications:**

Public Works Maintenance Worker I:

- Possession of a valid California Driver's License.
- Depending on assignment, Grade I Water Distribution Operator Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services) within six (6) months of appointment may be required.

Public Works Maintenance Worker II:

- Possession of a valid California Driver's License.
- Depending on assignment, Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services) may be required.
- Depending on assignment, Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA) may be required.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and heavy equipment and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Maintenance Technician I/II

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Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*