

# CITY OF PLYMOUTH

## MAINTENANCE WORKER I

### DEFINITION

Performs a variety of skilled, semi-skilled, and unskilled activities in constructing, repairing, installing, maintaining, and cleaning City parks, buildings, streets, sidewalks, fences, water and sewage systems, ditch maintenance and in supplying clean, safe, potable, and reliable amounts of drinking water; performs other duties as required.

### Distinguishing Characteristics

The **Maintenance Worker I** class is a journey level in the City maintenance services. Duties and responsibilities range from checking and maintaining wells, sewer lines, water lines, sewer plant and spray field maintenance, ditch maintenance, to cleaning City public facilities. The activities of the position differ from the Maintenance Worker II activities by having less autonomy and discretion in planning and completing a wide variety of maintenance activities.

### Supervision Received

General supervision is provided by the Director of Public Works and/or City Engineer. Because technical skills in the repair and maintenance of streets, parks, buildings, and water and sewer systems are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes. The incumbent may provide lead supervision to other full-time and seasonal maintenance staff.

### Essential Duties

(These duties are a representative sample; position assignments may vary)

- Performs carpentry, painting, concrete, welding, and plumbing building maintenance for City facilities
- Operates and/or drives a variety of light and heavy equipment, including tractors, dump trucks, backhoes, forklifts, sewer vacuum truck, boom truck, mowers, brush chipper, power hand tools, jack hammers, line trimmers, compactors, utility locating equipment, and chain saws
- Inspects and performs construction and maintenance tasks related to water and sewage systems, streets, fences, benches, drinking fountains, athletic fields and facilities, sidewalks, gutters, and storm drains
- Checks and maintains wells and water distribution lines and other water supply points; reads meters accurately, checks, maintains, and repairs pumps, generators, water meters and radio reading equipment, chlorinators, pressure reducing valves, water storage tanks and other various valves; locates and repairs water leaks; cleans sewer lines, repairs manholes and sewer pipes; installs, maintains, and repairs sprinkler systems; makes minor repairs to equipment
- Paints and repairs both interior and exterior of buildings; orders and picks up equipment and materials for each job, paints traffic markings on streets and curbs; applies paint and other coatings by hand or spray; prepares a variety of surfaces for painting; cleans and maintains equipment used in preparation and painting; works on ladders, lifts, and scaffolding at unusual heights.

- Performs special projects including installing and repairing street and traffic signs, pool and spa cleaning and maintenance, and renovating athletic activity areas
- Picks up litter, leaves, and tree trimmings; cuts weeds and removes trimmings and leaves; trims trees and bushes; cleans ditches and culverts; cleans and removes litter from parks, streets and other public areas; mows weeds
- Maintains and repairs playground equipment and area; removes graffiti
- Flags traffic; installs and removes traffic cones and barricades; spreads asphalt to patch and repair streets
- Responds to citizen questions, concerns, and complaints; completes forms and writes reports
- Takes initiative to seek out work, is proactive in addressing problems, completes tasks and follows through with work assignments
- Works with others cooperatively, using positive communication to complete work assignments
- Exercises proper judgment and exhibits good decision making
- May install, repair, and maintain irrigation systems; operate and calibrate telemetry system; test for cross connections; collect water quality samples; maintain and monitor well sites throughout the City; inspect and maintain fire hydrants
- May assist with hazardous material cleanup; inspect and repair tennis and basketball courts; perform safety checks on playground equipment; renovate and/or maintain ball fields; inspect and maintain bike paths, foot bridges, and creeks
- May enter work orders or other data in computers
- May provide twenty-four-hour standby service

## **QUALIFICATIONS**

### **Experience/Education**

Sufficient experience and education to successfully perform the duties of a **Maintenance Worker I** in the City of Plymouth. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma and four years of related maintenance experience from a public agency.

### **Knowledge of:**

- Safe practices in using a variety of mechanical and power tools and equipment in constructing, maintaining, and repairing a variety of City facilities
- Maintenance procedures and practices
- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations
- Techniques for working with concrete, welding, plumbing, and carpentry; landscape maintenance techniques

### **Skill to:**

- Use the appropriate mechanical and power tools and equipment in constructing, maintaining, and repairing a variety of City facilities
- Operate a computer and do report writing

**Ability to:**

- Develop and maintain effective and cooperative working relationships
- Follow verbal and written directions
- Read directions on a variety of chemical spraying and cleaning products
- Practice safe work procedures
- Learn and utilize new technology
- Trouble shoot problems
- Estimate and plan projects
- Work from blueprints, plans, or drawings
- Mark and locate underground pipes, lines, and wires
- Meet, confer, and relate well with contractors and vendors

**Licensing Requirements:**

- Valid Class C California driver's license by date of appointment. A Class B California driver's license may be required for some positions.
- Required licenses and certifications must be kept current during employment with the City.

**Working Conditions**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movements in the performance of daily duties. Fine coordination is used, for example, when the incumbent assembles and repairs sprinkler systems. The position also requires both near and far vision when, for example, operating heavy equipment and repairing irrigation systems. The need to lift, push, and drag bags of cement, mowers, and other equipment and supplies weighing up to 70 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold.

The incumbent may use cleaning ingredients, exposing the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb on ladders, use power, noise producing and vibrating tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions which subjects the employee to traffic, mechanical, and electrical hazards. While taking water samples or inspecting wastewater lines, incumbent may be exposed to gas and fumes that may cause irritation. Incumbent may be required to work at heights, underground, and in tight confined spaces.