



City of Sebastopol

PUBLIC WORKS MAINTENANCE WORKER II

DEFINITION:

To perform a variety of semi-skilled and skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Public Works Maintenance Worker series where employees within this class perform the full range of public works infrastructure construction and maintenance duties. Employees 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 level I in that the latter is not expected to perform the full scope of duties with the same level of independence. It is further distinguished from the Senior Public Works Maintenance Worker in that the latter performs the more complex and specialized duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Public Works Operations Supervisor and technical and functional supervision from a Senior Public Works Maintenance Worker. Provides work direction and training to Maintenance Worker I's, Maintenance Assistants and part-time temporary workers.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

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

- Independently operate light and moderately heavy power-driven equipment, including loaders, backhoes, bucket trucks, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.
- Independently perform maintenance and repair tasks on City streets, water and sewer services, and other public works infrastructure including patching potholes, resurfacing roads, and ensuring proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Independently clean and repair water and sewer lines and mains using jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; conduct inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Independently perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Independently maintain and repair public facilities by conducting routine inspections; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility, clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.
- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report out on any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, signs, and storm drains.
- Methods, techniques, tools and the operational characteristics of mechanical equipment used in traffic painting, striping and sign installation.
- Use of parks/landscaping and maintenance equipment, including commercial mowing equipment; uses, handling, and storage of pesticides and herbicides; construction and repair methods used in carpentry, plumbing, and painting.
- Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of wastewater and water systems facilities.
- Uses and purposes of general construction tools and equipment.
- Basic methods, tools, materials, and equipment used in grounds maintenance.
- Basic facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Independently perform semi-skilled and skilled tasks in a variety of construction and maintenance activities.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Intermittently, sit while completing forms and reports; load/unload equipment off truck; walk around job sites; kneel and bend while examining streets; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Use and operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment, power tools and related equipment required for the work in a safe and efficient manner.

- Operate equipment skillfully, safely, and in accordance with traffic laws and regulations; diagnose and resolve equipment problems.
- Complete required reports.
- Independently perform work in gardening and maintenance duties in the construction, maintenance, and repair of parks and recreation grounds and related facilities.
- Independently perform routine semi-skilled and skilled work in the construction, maintenance, and repair of wastewater and water systems facilities.
- Read technical manuals.
- Perform heavy manual labor.
- Work regular shifts as assigned; including on-call weeks, callback, emergency schedules, evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Worker I with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Water Environment Association Grade I Wastewater Collection System Maintenance Certificate within two years of appointment.

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate is highly desirable.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business hours including evenings and weekends. Travel is rare.