



City of Sebastopol

PUBLIC WORKS MAINTENANCE WORKER I

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Public Works Maintenance Worker series. Positions in this class typically require little directly related work experience. The Public Works Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned areas of responsibility are learned.

This class is distinguished from level II in that the latter is the journey level, independently performing the full scope with employees receiving relatively less instruction or assistance.

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 Assistants and 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.

- Learn to operate light and moderately heavy power-driven equipment, including loaders, bucket trucks, backhoes, 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.
- Assist in 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.
- Assist in cleaning and repairing water and sewer lines and mains using jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; assist with 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.
- Learn to and perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Learn to and conduct routine inspections of public facilities; 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:

- 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:

- Perform semi-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.
- Read technical manuals.
- Perform heavy manual labor.
- Learn to operate appropriate equipment efficiently and safely.
- 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 Assistant 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.

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.