



City of Sebastopol

PUBLIC WORKS MAINTENANCE ASSISTANT
(was Laborer)

DEFINITION:

To learn 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 trainee level class in the Public Works Maintenance Worker series. Positions in this class typically require no directly related work experience. Positions work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Public Works Operations Manager and technical, functional supervision from a Senior Public Works Maintenance Worker, work direction from MW II's and I's. May provide training and work direction to temporary maintenance 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 and perform landscape maintenance duties including but not limited to, weed abatement and pruning of landscaping, transporting and spreading of mulch, brush and tree pruning and removal, cleaning of restrooms, garbage removal, replanting of landscape material as needed, and repair of irrigation.
- 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.

- Learn to and while doing so assist with the repair of streets and sidewalks; install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
- Excavate trenches for the installation of water and sewer lines; may paint and/or install street signs, stop signs, fire hydrants and curbs; may install water meter services, water mains, valves and hydrant laterals.
- Learn to and while doing so perform routine maintenance and repair of City public buildings which may include minor plumbing and electrical repair and installation work as necessary.
- Assist in cleaning and repairing water and sewer lines and mains and learn to use 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.
- Respond to emergency calls.
- Inspect and clear obstructions from storm drains.
- Learn to and participate in painting street markings and installing street signs for traffic safety, ensuring compliance with regulations.
- Perform graffiti removal.
- Perform vehicle inspections and minor maintenance including oil and filter changes and washing of vehicles.
- Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
- Assist in replacement of traffic signs and traffic control markings.
- Learn to and participate in performing inspections, preventive maintenance and light repair on a variety of City equipment; identify and report significant repair and maintenance problems.
- 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.
- Learn to and prepare and update records and files of preventive maintenance and other repair/maintenance work; prepare necessary forms and reports.
- 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:

- Basic maintenance practices and procedures are desirable but not mandatory.
- 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:

- On a continuous basis, walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and perform maintenance and/or construction activities; perform heavy manual labor; operate a variety of hand and power tools used in maintenance activities; know and understand maintenance operations, observe safety rules.
- Intermittently, analyze equipment problems; identify safety hazards; remember and locate equipment and tools; may interpret and explain work orders; sit while completing work papers; travel from jobsite to jobsite sitting in assigned vehicle or on equipment; lift or carry equipment weighing 75 pounds or less.
- Learn to perform semi-skilled tasks in a variety of maintenance activities.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- 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.
- Work regular shifts as assigned; including on call (where qualified) call back, emergency schedules, evenings, weekends, and/or holidays.

- 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 the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

No experience is required. Some experience in streets maintenance installation and repair or equipment maintenance is highly desirable.

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.