

CITY OF BRISBANE

PUBLIC WORKS MAINTENANCE WORKER I/II

Definition

Performs a variety of semiskilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and sanitary sewers, water and wastewater systems.

Class Characteristics

Public Works Maintenance Worker I is the entry-level into this maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn City 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. This class is alternately-staffed with Public Works Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City.

Public Works Maintenance Worker II is the journey-level class, capable of performing a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. While incumbents may possess craft-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Public Works Team Leader in that the latter has administrative, budgetary and departmental support responsibilities in addition to assigning, supervising, reviewing and evaluating the work of Public Works Maintenance Workers.

Supervision Received and Exercised

Receives general supervision from a Public Works Team Leader and technical and functional oversight from a Public Works Lead Maintenance Worker.

No supervisory responsibilities required.

Examples of Important and Essential Duties- *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

All Assignments

- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Contacts residents and businesses to inform them of work to be performed.
- Operates a variety of vehicles and construction equipment.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains logs and records of work performed and materials and equipment used.
- Reports the need for major contract repair or maintenance of facilities and equipment.

Street Maintenance

- Excavates and prepares potholes and excavations related to water and wastewater line repair for patching on streets and alleys.
- Loads cold and hot mix, asphalt and patching oil; applies and finishes as required.

- Removes concrete, builds forms and repairs sidewalks and gutters that have been damaged and are trip hazards or need repair after water or wastewater line work; performs other concrete work around City buildings, as required.
- Cleans storm drains, sidewalks, and other appurtenances using a variety of hand and power tools and equipment.
- Maintains, repairs and flushes underground water distribution lines and storm and sanitary sewer collection systems.
- Determines the location of underground lines and marks them accordingly.

Parks Maintenance/Landscaping/Trees

- Prunes hedges, shrubs and trees in parks and street areas.
- Maintains playground equipment in a safe operating condition.
- Empties trash containers and removes trash from parks, landscaped areas and other City properties.
- Plants, trims, waters, stakes and maintains City trees; removes dead or unwanted trees.

Building Maintenance

- Maintains public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Performs basic remodeling to City facilities; paints the inside and outside of all City buildings; removes graffiti and repairs vandalism.
- Repairs and replaces plumbing fixtures, as required.
- Repairs, replaces and maintains interior and exterior lighting systems

Marina Maintenance

- Greets and provides service and assistance to boat owners and visitors; ensures that Marina tenants and visitors have access and use of facilities; provides assistance to boaters in docking and maneuvering water craft; explains rules, regulations and required fees and rental charges.
- Repairs docks, storage lockers, piers and access ramps; performs maintenance painting on all building and facilities and applies wood preservatives; repairs security gates as required.
- Rewires docks to meet tenant needs; maintains lighting circuits for boater safety and performs related basic electric maintenance work.
- Maintains and repair pumps, irrigation and plumbing facilities.
- Responds to emergency situations; pumps out boats that are taking on water; dismantles derelict vessels and takes debris and toxic materials to an appropriate waste or recycle site.
- Performs custodial work in and around Marina facilities; empties trash containers and picks up litter; cleans and stocks restrooms; cleans floors, walls, furniture, windows and other interior and exterior elements of Marina facilities; removes graffiti and repairs vandalism; reports the need for major maintenance or repair.
- Maintains Marina landscaping and parking areas in a clean and orderly condition.
- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- May direct the work of an assigned crew on a project basis; assists with the training and direction of new or temporary staff.
- Responds to emergencies and protects boats and personal property from damage.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains logs and records of work performed and materials and equipment used.

Qualifications

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices.
- Basic traffic control procedures.

Skill to:

- Perform semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City.
- Use and maintain tools and equipment related to the work skillfully and safely.

Ability to:

- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written directions.
- Work independently or in a team situation.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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

Education: Sufficient education to perform work requirements.

Experience:

Public Works Maintenance Worker I – Six months of construction, maintenance or repair experience in at least one of the areas found in City work.

Public Works Maintenance Worker II – In addition to the above, two years of semi-skilled maintenance experience in a variety of craft areas at a level equivalent to the City's class of Public Works Maintenance Worker I.

License/Certificates:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Water Team

Maintenance Worker I: Water Distribution Operator I within 12 months.

Maintenance Worker II: Water Distribution Operator II. Class B CDL or substitution (e.g., California Water Environment Association [CWEA] I/II) as approved by Public Works Director.

Sewer Team

Maintenance Worker I: Water Distribution Operator I within 12 months. CWEA I within 18 months

Maintenance Worker II: CWEA II. Class B driver's license.

Building & Grounds/Streets Team

Maintenance Worker I: Water Distribution Operator I within 12 months.

Maintenance Worker II: Certified Pool Operator certificate. Class B CDL or substitution (e.g., CWEA I or Water Distribution Operator II) as approved by Public Works Director.

Marina Team

Maintenance Worker I: Water Distribution Operator I within 12 months

Maintenance Worker II: Water Distribution Operator II, CWEA I/II, Certified Pool Operator, or other as approved by the Public Works Director.

Parks Facilities Team

Maintenance Worker I: Water Distribution Operator I within 12 months, Certified Pool Operator within 18 months.

Maintenance Worker II: Water Distribution Operator II, California Water Environment Association I/II Certificate, or substitution as approved by the Public Works Director.

Such certifications shall be maintained during employment.

Working Conditions: May be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.

Physical Demands: Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

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Former Titles:

Abolished: