



JOB DESCRIPTION

PUBLIC WORKS MAINTENANCE I

DEFINITION

Under direct supervision, to perform a variety of semi-skilled duties in the construction and maintenance of City streets, sidewalks, and storm drain systems; and to do related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Perform street and storm drain maintenance and construction duties in a variety of skill areas. (E-M)
- Prepare surfaces for paving.
- Break up paved surfaces.
- Assist in digging, widening, and backfilling trenches and other excavations. (E)
- Load, transport, and unload pipe, gravel, asphalt, and other materials and equipment. (E-M)
- Paint traffic lines; install street signs, and other miscellaneous fixtures.
- Operate power-driven street construction and repair equipment. (E)
- May operate heavy equipment on a training or relief basis.
- Keep tools and equipment in clean and safe working condition.
- Take night, weekend and holiday standby duty on a rotational basis with other Department employees. (E)
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic methods, tools, techniques, and materials used in public works maintenance and repair work.
- Uses and purposes of general construction and maintenance tools and equipment.
- Operation of a variety of public works light power-driven equipment.
- Safe work practices.

Ability to:

- Perform a wide variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of City public works.
- Operate trucks and other light power-driven and vibrating hand tools and equipment, including but not limited to jackhammers and wackers.
- Perform heavy manual labor and lift up to 90 pounds.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Perform outdoor work in extreme weather conditions.
- Document work as requested.
- Work various shifts and flexible hours, including nights, weekends and holidays.

Experience:

One year of general construction and road maintenance experience. Experience with heavy equipment operation preferred.

Education:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

Necessary Special Requirement:

Possession of a valid Class B California Driver's License is required. Class A California Driver's License preferred. Tanker Endorsement desirable. (This position will be subject to the United States Department of Transportation and Federal Highway Administration regulations relating to controlled substance and alcohol use and testing.)

RESIDENCY REQUIREMENT

All employees of the Public Works Street Division shall be expected, within six months of hire, to establish residence allowing response to the Corporation Yard within 30 minutes of notification to report.

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