



JOB DESCRIPTION

PUBLIC WORKS MAINTENANCE II

DEFINITION

Under general supervision, to lead and participate in the development, maintenance, and construction of public works facilities; 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 all duties of the Public Works Maintenance I position. (E-M)
- Install forms, pour and finish concrete. (E-M)
- Knowledge of paving asphalt and compaction requirements for sub-base, finish-grade base and asphalt. (E-M)
- Operate motorized equipment including backhoes, loaders and asphalt pavers. (E-M)
- Operate truck and light power-driven and vibrating hand tools and equipment including but not limited to jackhammers, compactors, weed eaters and mowers. (E-M)
- Keep tools clean and in safe working condition. (E)
- May work unsupervised and may supervise others. (E)
- Clean and inspect storm drains. (E-M)
- Painting preparation and painting of curbs and crosswalks. (E-M)
- Maintains records as required. (E)
- Take night, weekend and holiday standby duty on a rotational basis with other department employees. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of

- Safe work practices.
- Basic methods, tools, techniques and materials used in public works maintenance, construction 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.
- Temporary traffic control regulations.

Ability to:

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Perform a wide variety of skilled and semi-skilled tasks in the construction, maintenance and repair of City facilities and areas of responsibility.
- Operate trucks and other light power-driven equipment.
- Understand and carry out oral and written directions.
- Perform heavy manual labor and lift up to 95 pounds.
- Work various shifts and flexible hours, including nights, weekends and holidays.
- Stand for periods up to 4 hours.
- Work in confined areas.
- Tolerate changes in outside temperatures from winter to summer and tolerate dust, pollen, wind and rain.

Experience:

Three years of increasingly responsible general construction and 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 Class A California Driver License, 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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