



## **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 or all-encompassing of the duties to be performed under this job title.) (**E=Essential Duty; M=Major Portion of Time**)

- Performs all duties of the Public Works Maintenance I position. (E-M)
- Assists in the supervision of a crew of skilled and semi-skilled workers by providing clear and precise instructions. (E-M)
- Assists in scheduling maintenance and repair work. (E)
- Maintains a variety of records as required.
- Performs tasks of a specialized nature requiring considerable experience and/or specialized training. (E)
- Assists in budget preparation and administration.
- Participates in the training, supervision, and evaluation of subordinates. (E-M)
- Take night, weekend and holiday standby duty on a rotational basis with other Department employees. (E)
- Other related 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.
- Principles of supervision, training, and performance evaluation.

##### **Ability to:**

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Receive, develop, and delegate work orders clearly and precisely.
- 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.
- Provide estimates of materials and labor.
- Supervise, train, and evaluate subordinates.
- Perform heavy manual labor and lift up to 90 pounds.
- Accommodate outside work in extreme weather conditions.
- Work various shifts and flexible hours, including nights, weekends and holidays.

##### **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 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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