

JOB DESCRIPTION

City of Patterson



Human Resources

MAINTENANCE WORKER III

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited supervision from a designated Operations Supervisor, the Maintenance Worker III performs skilled work in a variety of trades in the maintenance and repair of City facilities, buildings, parks, urban forestry, equipment and related operating systems; leads and performs a variety of manual and complex work related to streets, water, sewer and storm drains, and operates a variety of maintenance equipment, and manual and power-driven tools; provides training and direction to less-experienced Maintenance Workers on assigned maintenance and repair projects; and performs related work as assigned.

The Maintenance Worker III is the advanced journey/lead level in the Maintenance Worker classification series. Positions in this classification perform the most complex and skilled maintenance repair, installation, and construction duties; safely operate the full range of work-related and specialized tools and equipment; and has responsibility for ensuring job site safety and providing training and functional supervision in a lead capacity for less-experienced Maintenance Workers on assigned projects.

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from a designated Operations Supervisor and oversight from management staff.

Exercises technical and functional supervision of Maintenance Workers in a lead capacity, on assigned projects.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Performs a full range of semi-skilled, skilled, and complex work in a variety of trades using the appropriate tools and equipment in the maintenance, repair, construction, and inspection of City facilities, buildings, equipment, streets, parks, trees, landscaping, and water and irrigation systems.

Inspects and maintains buildings, facilities, equipment, water, sewer, and storm drain systems for structural problems, and proper operation.

Develops time and materials estimates, schedules, and methods to accomplish job site goals and to ensure that work is completed timely. Completes and maintains work activity, time and materials records and reports.

Organizes worksite for projects to ensure availability of needed tools, equipment, and materials and to ensure job site safety; establishes traffic control for job site and public safety, sets up and removes signage and barricades as

appropriate.

Assigns, leads, and assists Maintenance Workers on maintenance and repair projects such as construction, maintenance, and repair of City buildings, streets, sidewalks, parks, landscaping, forestry, sewer and storm drains. Performs and directs routine maintenance and cleaning of tools, equipment, and vehicles.

Provides on-the-job training to assigned personnel or less-experienced crew members; works with employee to correct deficiencies; provides training on the appropriate performance of maintenance, repair, and construction, duties and related trades work, and the proper maintenance and safe operation of equipment, tools, and work-related supplies and chemicals.

Safely and effectively transport and operates a variety of vehicles, and work-related power tools, and equipment. Ensures vehicles are stocked with an adequate supply of tools and equipment needed to perform assigned work.

Responds to inquiries and complaints from the general public regarding maintenance operations and procedures; refers as appropriate for a more in-depth response.

Performs related duties as assigned.

When Assigned to Building Maintenance:

Performs building maintenance and repair projects such as: the installation and maintenance of mechanical, heating and ventilation systems; inspection and maintenance of boilers; and maintenance of drywall, ceilings, and interior walls.

Cleans and maintains interior and exterior of assigned buildings and facilities; cleans and sanitizes restroom facilities and fixtures, replenishes supplies in restrooms, kitchens, and other designated areas; cleans, shampoos, and maintain floors and carpets; picks up debris and trash; cleans and/or paints graffiti; empty trash receptacles.

Manually or by using a hand truck, moves heavy furniture, equipment and supplies as requested. Sets up, arranges, and removes decorations, tables, chairs, ladders and scaffolding to prepare facilities for meetings and special events.

When Assigned to Parks or Recreation Facilities:

Waters, mows, cultivates, prunes, weeds, renovates, and fertilizes grass, plants, trees, flowers, and shrubs.

Installs and maintains, and makes repairs to irrigation lines, valves, sprinklers, controllers, conduits, water regulators and pressure valves.

Maintains parks facilities such as restrooms, concession stands, and picnic shelters makes repairs to fixtures such as light switches, motors, wall receptacles, faucets, drinking fountains, water heaters and urinals; remove and make immediate repairs of damage from vandalism and graffiti.

Prepares and maintains athletic fields, shade structures, and related facilities grades, fills, and shapes baseball diamonds.

Maintains municipal swimming pool pumps, filters, and related equipment; tests chemical levels and recalibrates as needed trouble shoots, repairs and replaces pumps.

When Assigned to Streets:

Picks up asphalt and/or concrete, as assigned from vendors.

Breaks up, picks up and appropriately disposes of asphalt, concrete, dirt, roots, and debris.

Prepares area for asphalt; sets forms for concrete; mixes, pours, spreads, and finishes concrete.

Makes repairs to pavement, curbs, gutters, drains, sewer mains and other services.

Paints traffic lines warning signs curbs, and equipment.

When Assigned to Urban Forestry:

As assigned, leads, instructs, assists, and ensures the safety of a small crew engaged in planting, maintenance, removal, and replacement of the City's urban forest.

Identifies the need for pest and/or disease control and applies appropriate herbicides, pesticides, and other related chemicals to maintain City trees.

Installs irrigation systems required for ongoing tree maintenance; and repairs and replace irrigation systems damaged by tree roots or tree removal.

When assigned to Utilities (Collections, Water, Wastewater):

Cleans sewer mains and lines.

Assist with reading sewer and storm drain system, sewer lines and connections.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles of effective supervision and employee training; standard methods, practices, materials, tools and equipment used in carpentry, electrical, painting, plumbing, mechanical and related trades work; methods and techniques used to estimate time and materials required to complete assigned projects; modern methods, techniques, tools, materials and equipment used in construction and maintenance of sports facilities, City parks, landscaping, irrigation, tree maintenance, planting, and preservation and street maintenance; safety procedures related to mixing solvents and chemicals used for cleaning and maintenance work and the application of pesticides; safe operation of equipment used for forming, pouring, and finishing concrete slabs, curbs, gutters and sidewalks, and in the maintenance and repair of wastewater collection systems; all applicable rules, codes and regulations, policies and procedures; and effective public service techniques.

Ability to: Assign, train, monitor and assist the work of less-experienced crew members on assigned maintenance and repair projects; understand and follow oral and written instructions; work independently in the absence of immediate supervision; perform a variety of skilled trade-related work in maintenance and repair and perform light to heavy manual labor for extended periods of time; explain job to other employees; accurately estimate materials and supplies required to meet project needs; safely and effectively operate an assigned vehicle, full range of hand and power tools and equipment; apply the proper procedures for mixing and using cleaning solvents and other chemicals used in the course of work; identify and appropriately address potential safety hazards; diagnose and correct infrastructure problems with sports and recreational facilities; perform maintenance and construction task related to the maintenance, repair, and installation of wastewater systems; interpret applicable codes, rules and regulations, policies and procedures; follow work safety procedures and practices; complete and maintain work activity, time and materials records and reports and purchase requisitions; effectively communicate in oral and written form; and establish and maintain effective work relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: Three (3) years of increasingly responsible experience in related construction and maintenance work, or an equivalent combination of education and experience.

License or Certificate: Possession of a valid California Class C Driver's License.

Possession of a valid California B commercial driver's license within one (1) year of appointment that must be maintained as a condition of employment, all divisions expect Building Maintenance.

In addition to the above, the following are also required depending on area assigned:

If assigned to Building Maintenance

Possession of an EPA 608 certification within one year of appointment.

Possession of an HVAC Technician certification from an accredited trades school or community college or other building trade certification is highly desirable.

If assigned to Collections

Possession of a Grade III certification in Collection System Maintenance issued by the California Water Environmental Association (CWEA), or the ability to obtain the certification within one (1) year of appointment.

If assigned to Parks

Possession of a valid Landscape Industry Certified Technician (LICT) Certification.

Possession of a current Qualified Applicator License in Categories B (Landscape Maintenance and C (Right of Way) issued by the State of California Department of Food and Agriculture.

If assigned to Recreation

Qualified Applicator's License (Category B and C) is required.

Pool Operator or Aquatic Facility Operator certification is required.

Certification from the Sports Turf Managers Association (CSFM) is desirable.

International Society of Arboriculture certification is desirable.

If assigned to Streets

Possession of a Grade 1 certification or higher in Collection System Maintenance issued by the California Water Environmental Association (CWEA) and possession of a Qualified Applicator license (C&N) is desirable.

If assigned to Urban Forestry

Possession of a Qualified Applicator's License (QAL) certificate.

PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, crouch, reach with both hands and arms; to stand for long periods of time; to walk; and to sit for extended periods while operating vehicles and equipment; to lift, push, pull and carry objects weighing up to 45 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; to repetitively use both feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at an arm's length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

Essential duties of this classification are performed in both indoor and outdoor environments with limited exposure to varying weather conditions. Work is performed on a daily basis in an environment of constant noise; around machinery with moving parts; and with exposure to smoke, fumes, gas, dust, grease, oil, pesticides, chemicals and electrical energy. Frequently, incumbents perform duties on slippery and uneven surfaces and perform duties with hands in water; and occasionally, are subject to vibration while operating equipment. Incumbents are required to travel from site to site; and may be required to work evenings, on weekends and on holidays; and may be required to work overtime and irregular hours in emergency situations.

FLSA Status: Non-Exempt

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