

**MAINTENANCE WORKER I  
MAINTENANCE WORKER II**

**PURPOSE**

To perform a variety of semi-skilled and skilled tasks related to the maintenance and repair of the City's parks, buildings, streets, storm drain ponds and related facilities; to perform related duties as assigned.

**WORKING CONDITIONS**

Work is performed predominately outdoors and includes exposure to various weather conditions, hazardous materials, noxious odors, confined spaces, airborne particles, noise, and traffic hazards.

**PHYSICAL DEMANDS**

Moderate to heavy lifting (up to 50 pounds); prolonged periods of standing, stooping, reaching, crawling, and climbing. Also emphasizes vision and hearing.

**SUPERVISION RECEIVED AND EXERCISED**

**Maintenance Worker I**

Receives direct supervision from an assigned supervisor; may receive technical and functional supervision from a Senior Maintenance Worker.

**Maintenance Worker II**

Receives general supervision from an assigned supervisor; may receive technical and functional supervision from a Senior Maintenance Worker.

**DISTINGUISHING CHARACTERISTICS**

**Maintenance Worker I** – This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience. The Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**Maintenance Worker II** - This is the journey level class in the Maintenance Worker series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level; however based on scope and complexity of work and level of independence, some positions may be permanently allocated to the I level at management discretion.

This class is distinguished from the Senior Maintenance Worker in that the latter is the advanced journey level class in the series where incumbents perform the most complex duties with greater independence and exercise technical and functional supervision over maintenance staff.

**ESSENTIAL JOB FUNCTIONS** – Duties may include, but are not limited to, the following:

**WHEN ASSIGNED TO BUILDINGS**

Performs semi-skilled and skilled repair and maintenance tasks of City buildings including the cleaning of City buildings; installs, repairs, and maintains plumbing fixtures and equipment; inspects and repairs doors, locks, windows, floors, and gates; inspects various maintenance projects; reports potential safety problems related to City building and facilities, cleans up spills and unsafe conditions as identified; ensures facilities are properly locked and secured; performs minor electrical repair such as replacing ballasts and installing outlets. Positions operate equipment including, but not limited to, power saws, drills, doweling jigs, routers, drill presses, spray painting equipment, sanders, grinders, sand blasters, compressors, vacuum pumps, vacuum cleaner and floor buffer.

**WHEN ASSIGNED TO STREETS AND STORM DRAIN PONDS**

Performs semi-skilled and skilled repair and maintenance tasks involving traffic painting, traffic sign installation and maintenance and the installation of reflectors; performs minor street asphaltting, patching and sealing; performs cement work on sidewalks, curbs and gutters; performs weed spraying, tree and bush trimming to avoid obstruction of traffic signs and line-of-sight; performs graffiti removal;. Positions operate backhoe for preparing grades and trenching and operate other equipment including, but not limited to, paint sprayer and striper, tractor, scraper, rototiler, chain saw, weed eater, mower, air compressor, paving machine, sand blaster, and emulsion sprayer.

**WHEN ASSIGNED TO PARKS**

Performs semi-skilled and skilled repair, maintenance and landscaping tasks involving City parks including irrigation system installation and maintenance; performs playground

equipment inspection, maintenance and installation; performs graffiti removal; performs swimming pool maintenance; performs pesticide, herbicide and fungicide spraying; cleans and maintains park facilities, buildings and associated facilities. Positions operate equipment including, but not limited to, mowers, spray rigs, electric, air and hydraulic powered hand tools, hedge-shears, blowers, weed eaters, and chain saws.

**ALL ASSIGNMENTS**

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

May perform standby duty; receive and respond to emergency calls.

Performs related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge and Abilities:**

Knowledge of uses and purposes of general construction and maintenance tools, materials and equipment; safe working practices.

Ability to learn semi-skilled and skilled tasks involving the maintenance and repair of public works facilities; perform heavy manual labor; understand and carry out oral and written directions; maintain a safe working environment; establish and maintain cooperative relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

**Education and Experience:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** None required; experience performing repair and maintenance tasks related to assignment is highly desirable.

**Other Requirements:**

This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment.

Some positions may require possession of, or ability to obtain, a valid California Pesticide Applicator's Certification based on assignment.

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**Knowledge and Abilities:**

Knowledge of the safe operation of a variety of power and construction equipment including, but not limited to, trucks, loaders and related equipment; tools, methods and materials used in street and storm drain, parks, and building repair and maintenance.

Ability to independently perform semi-skilled and skilled duties related to the maintenance and repair of public works facilities; maintain records; safely operate hand and construction tools and equipment.

**Education and Experience:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Two years of increasingly responsible experience equivalent to Maintenance Worker I or Utilities Maintenance Worker I in the City of Dixon.

**Other Requirements:**

This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment.

Some positions may require the ability to obtain a Class B or A Driver's License within one year, as designated by management.

Some positions may require possession of, or ability to obtain, a valid California Pesticide Applicator's Certification based on assignment.

