

**City of Saratoga
Maintenance Worker I/II/III
Non Exempt**

Definition

This classification series participates in a variety of skilled and semi-skilled tasks in the maintenance of parks, streets and fleets, and facilities maintenance and improvements as assigned.

Maintenance Worker I is the first level classification of the Maintenance Worker series. Incumbents are initially under immediate supervision and receive detailed instructions and training on assignments. Incumbents work within an established framework of set procedures in performing assigned tasks. Work is reviewed frequently and assessed for results achieved.

Maintenance Worker II is the second level and journey-level classification of the Maintenance Worker series. Incumbents work within an established framework of set procedures in performing assigned tasks and are expected to perform a variety of journey-level tasks with the highest level of competency. Work is reviewed only on completion and for overall results. Incumbents are distinguished from the Maintenance Worker I by receiving general supervision and only occasional instruction or assistance as assignments or unusual situations arise. Incumbents are distinguished from Maintenance Worker II by the III only utilized by the City for technically advanced duties requiring an incumbent to possess specialized knowledge, skills, and abilities.

Maintenance Worker III is the highest level classification of the Maintenance Worker series. This classification is specialized and only utilized by the City as determined necessary to the performance of the operations of the Division as the incumbent is assigned technically advanced duties requiring possession of specialized knowledge, skills, and abilities. Incumbents in this class are expected to perform their assignments with limited supervision. Incumbents are expected to act independently and advise the Division Manager of needed work and approximate time and materials needed to complete the work. Incumbents are distinguished from Lead worker as Lead worker may be assigned the responsibility of leading and monitoring the work of a crew on an ongoing basis.

Each position has general and unique duties. Knowledge of the principles, practices, methods, tools, materials and equipment used for each position is required. Knowledge common to all positions includes:

- Safe work practices and policies.
- Fully aware of the operating procedures and policies within the work unit.
- Maintenance practices, materials, equipment and tools.

ESSENTIAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job descriptions.

For the Streets and Fleet Division:

- Maintain streets, traffic signs and striping and storm drain collection systems.
- Operate and maintain various street, storm drain, traffic marking equipment, including but not limited to concrete/asphalt saws, rollers, air compressors, line stripers, airless paint sprayers, jackhammers, pumps, traffic control equipment and related equipment as required.
- Perform a wide variety of skilled tasks involving the use of power equipment and hand tools in the areas of asphalt and concrete maintenance, fabrication and installation of traffic signs and barricades, application of traffic markings and striping, traffic control and storm drain maintenance.
- Perform the installation, maintenance and repair of street and traffic improvements, curb/gutter and sidewalk improvements and storm drains.
- Place to proper grade asphalt, concrete, other aggregate products and traffic control posts / signs.
As assigned, work shifts, weekends, holidays and/or odd and unusual hours in the performance of duties and emergency situations.
- Performs other related duties as assigned.

For the Parks Division:

- Maintain turf, trees, shrubs, groundcover, top dressings, irrigation systems, playground equipment, park furnishings, restrooms, and sport field equipment.
- Operate and understands basic maintenance procedures for various power turf equipment, including but not limited to mowers of various sizes, edger's, blowers, chainsaws, and related equipment as required.
- Perform a wide variety of skilled tasks involving the use of power equipment and hand tools in the areas of park and grounds maintenance, irrigation system installation, programming, and maintenance, tree / shrub trimming maintenance.
- Perform the installation, maintenance and repair of various parks and grounds improvements, planting and trimming of trees / shrubs.
- Understand fertilizer and herbicide products and application related to turf and ornamental plant care.
- As assigned, work shifts, weekends, holidays and/or odd and unusual hours in the performance of duties and emergency situations.
- Performs other related duties as assigned.

For the Facilities Division:

- Perform a variety of janitorial duties.
- Perform a variety of semi-skilled and unskilled carpentry, plumbing, electrical, painting and general building maintenance tasks.
- Operate various tools and facility equipment, including but not limited to carpentry tools, plumbing tools, HVAC and electrical testing equipment and related equipment as required.
- Perform routine maintenance on facility equipment as needed.
- As assigned, work shifts, weekends, holidays and/or odd and unusual hours in the performance of duties and emergency situations.

- Perform other related duties as assigned.

ABILITY TO:

- Maintain from beginning to end of employment a valid California C driver's license and a safe driving record necessary to perform the essential functions of the position including operation of City vehicles with and without a trailer, transporting personnel, and hauling material and equipment to and from various work sites.
- As assigned, work shifts, weekends, holidays and/or odd and unusual hours in the performance of duties and emergency situations.
- As assigned, work stand by and call out (call back) on a scheduled basis.
- Work outdoors in a variety of weather conditions.
- Maintain from beginning to end of employment a valid California Class C driver's license and a safe driving record necessary to perform the essential functions of the position including operation of City vehicles with and without a trailer, transporting personnel, and hauling materials and equipment to and from various work sites.
- Participate in required training as assigned.
- Prepare and maintain accurate records applicable to work assignment.
- Operate and perform routine maintenance of equipment, as required.
- Perform routine safety checks of equipment, as required.
- Assist in work required to maintain City in clean conditions.
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public.
- Represent the City in contacts with the community inquiring about City services.
- Resolve citizen concerns or complaints and defer to supervisor as needed.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate and promote technical aptitude within the assigned division.
- Perform daily record keeping and reporting.
- Work cooperatively with others in a team-based environment.
- Read standard detailed drawings.
- Comply with all City safety requirements and practices.
- Comply with operating procedures and policies within the work unit, practices, materials, equipment, and tools.
- Perform all of the essential functions of the job assignment.

EDUCATION, TRAINING AND EXPERIENCE

Education and Experience:

Maintenance Worker I Graduation from high school or equivalent and one (1) year of experience in grounds, landscape, street, storm drain, traffic, building maintenance or other related experience.

Maintenance Worker II Graduation from high school or equivalent and three (3) years of experience performing duties similar to a Maintenance Worker I with the City of Saratoga.

Maintenance Worker III Graduation from high school or equivalent and five (5) years of experience performing duties similar to a Maintenance Worker II with the City of Saratoga,

including possession of an advanced technical aptitude including knowledge, skills, and abilities required for the specialized position.

License and Certification:

Each position in this classification must possess and maintain a valid Class C California driver's license and safe driving record from beginning to end of employment.

At the option of the City, persons hired into these classes may be required to possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to:

For the Streets & Fleet Division:

- Certification in International Municipal Signal Association (IMSA) Roadway Signs and Markings Level I and Level II desired; and Work Zone Traffic Safety desired
- A Class B California driver's license is desired.

For the Parks Division:

- Possession of California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in category B, C, or F desired

For the Facilities Division:

- Possession of Basics of Electricity & Troubleshooting Electrical Control Circuits Certification, or equivalent desired;
- Possession of Air Conditioning and Refrigeration Certification, or equivalent desired
- Possession of Air Conditioning & Refrigeration w/ Principles of Heating Applications, or equivalent desired.

General Training:

- Forklift Safety
- Work Zone Traffic Control Safety
- Hazardous Waste Management
- Blood borne Pathogens
- Back Safety and Ergonomics
- Defensive Driving
- Injury and Illness Prevention Program Training (IIPP) (As Required by the City's IIPP)

Physical Requirements and Working Conditions:

Must possess strength, stamina and mobility to perform heavy physical work outside in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools, drive a motor vehicle and/or heavy construction equipment; lift and move

materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio. Must be available for regular standby assignments and work scheduled off-hours and emergency overtime as required. Incumbent must be willing to work outside in all weather conditions and with exposure to traffic and potentially hazardous conditions.

Environmental Requirements: Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.