CITY OF MILPITAS

EFFECTIVE: June 1985
REVISED: 7/04; 11/04
EEOC: Service
FLSA: Nonexempt
UNIT: MEA/Maintenance
PHYSICAL: 2

MAINTENANCE WORKER III

DEFINITION

To serve as Lead Worker over a crew within assigned area of responsibility, including either streets, facilities, recreation, utilities, parks or street landscapes; to perform a variety of semiskilled and skilled tasks in the construction, maintenance and repair of public facilities including the areas of streets, recreation, facilities, utilities, parks and/or street landscape; and to perform the more complex and responsible tasks within the work unit including the training of less experienced staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the maintenance worker class series. The Maintenance Worker III is distinguished from other classes in the maintenance series by the responsibility assumed by leading a crew and by the performance of the more complex and responsible duties assigned to positions in this series. Encumbrance at this level typically specialized skills, knowledge's and abilities, and work independently.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from assigned Maintenance Supervisor.
- Exercises indirect supervision over assigned maintenance personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Serve as lead worker over an assigned crew in the areas of either street, utility, parks, street landscape maintenance, recreation, and facilities.
- Provide guidance and training to less experienced personnel.
- Assist assigned supervisor with daily supervision of personnel and the timely completion of assigned duties.
- Check work of assigned crew.
- Maintain timesheets and other records as appropriate.
- Ensure that safety measures and practices are utilized at all times.

- Oversee and participate in the performance of maintenance duties; heavy manual labor, operate construction and maintenance equipment such as trucks, tractors, sweepers, high-ranger, and skip loaders for a variety of construction and maintenance operations involving the maintenance of either streets, recreation, facilities, utilities, parks, and/or street landscape.
  - **When assigned to streets** - grade road shoulders and dig ditches; remove asphalt and replace with new road material; paint striping lines, cross walks and other street markings; maintain and install street name and regulatory signs; set up traffic safety devices and barricades as necessary.
  - **When assigned to utilities or utilities Stand-by** - repair water and sewer line breaks; dig ditches to lay and/or expose water and sewage lines; cut and replace damaged pipes; perform minor plumbing and electrical repairs; clean and remove blockages from sewage in storm drain lines; operate, exercise, repair, or replace water valves; install, repair, or replace fire hydrants, water meters, backflow devices, water main and service lines; flush water distribution system; collect water samples for analytical purposes; respond to water quality complaints; maintain records of system performance, maintenance, and repairs; respond to after hour calls; disinfect water mains and service lines after pressure reductions to 5 psi or below; install meter boxes.
  - **When assigned to parks and/or street landscape** – plant, water, mow and trim lawns; trim, prune and spray trees; install and/or maintain sprinkler systems; repair parts in playground equipment; apply chemicals and fertilizers.
  - **When assigned to Recreation** - balance and maintain proper water chemistry, monitor/adjust filtration equipment, calibrate chemical probes, maintain, repair filters, pumps, motors, lines, tanks; maintain and ensure all aspects of pool operations, meet health code standards.
  - **When assigned to facilities** – when assigned to facilities or landscape crew performs a variety of duties at the skilled level to maintain and repair city buildings, structures and their attendant equipment. Duties include carpentry, painting, lock-smith, plumbing, electrical control systems, HVAC systems, read blue prints, build and assemble furnishings; balance and maintain proper water chemistry; monitor/adjust filtration equipment; calibrate chemical probes; maintain/repair filters, pumps, motors, lines, tanks; maintain and ensure all aspects of the Civic Center pond operations; meet state and federal code standards; plant, water, mow and trim lawns; trim, prune and spray trees; install and/or maintain sprinkler systems; apply chemicals and fertilizers; provide training and assist the Facilities Supervisor in assigning and coordination of work; requisition of supplies and inspection of work performed by staff and contractors.
- Perform emergency maintenance work as required.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- City polices and procedures related to maintenance.

- Training and communication techniques, including oral & written skills.

- Usage and purposes of general construction tools and equipment.
- The operational characteristics of mechanical equipment use and the construction and maintenance of public facilities in the areas of streets, utilities, parks, landscape, recreation, and facility maintenance.
- Procedures and techniques relative to assigned area of responsibility.
- Purposes and uses of variety of vehicles, equipment, power tools and hands tools including motorized, pneumatic, and hydraulic equipment.
- Properties of back fill materials, construction materials, asphalt, hot patch, cold patch, oil, paints, and variety of other material materials used in maintenance work.
- Application of pesticides.
- All aspects related to pool and pond maintenance including balance and maintain water chemistry, calibrate chemical probes, monitor filtration system, etc.

Ability to:

- Organize and oversee the work of a crew.
- Provide training and guidance to less experienced personnel.
- Maintain neat and accurate records.
- Work without supervision; exercise sound independent judgments.
- Perform skilled maintenance, construction, and repair work, in assigned area of responsibility.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Use and operate required hand tools, mechanical equipment, and power tools in a safe and efficient manner.
- Work safely and adhere to principals of safety when working near traffic or in other environments.
- Establish effective work relationship with city staff and the general public.

EXPERIENCE AND EDUCATION

Experience:

Three years of increasingly responsible experience in the maintenance and repair of public facilities including the areas if streets, utilities, parks, street landscape maintenance, facilities, and/or recreation, comparable to that of the Maintenance Worker II in the City of Milpitas.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Commercial Driver's License with Class B and tanker endorsement within 11 months of hire.
When assigned to the Utilities Section: must meet and maintain State of California water distribution operator D3 certification requirements within 24 months of appointment.

Special Requirements: *Essential duties require the following physical abilities and work environment:*
Physical exam, and drug and alcohol screening.
Visual Requirements: Discern colors
Auditory Requirements: 100-decibel hearing

Work is mainly performed outdoors; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 75 pounds of weight throughout the day and occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year, confined spaces, hazardous waste, sewage, chemicals, herbicides and pesticides; walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas.

Approved by:

Thomas J. Wilson
City Manager

12-8-04
Date

Cherie Rosengrant
Human Resources Director