



**MARCH 2016**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE TECHNICIAN I/II**

### **DEFINITION**

Under general supervision, performs a variety of semi-skilled construction, maintenance, modification, and repair activities in assigned maintenance operations areas which may include parks, landscape and lighting, facilities, service centers, traffic signals and streets/drainage; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from Maintenance Supervisor or Maintenance Coordinator. Exercises no direct supervision over staff. May provide technical and functional direction to less experienced staff.

### **CLASS CHARACTERISTICS**

Maintenance Technician I is the entry-level into the field maintenance class series utilized in the City's Public Works Department. Initially under close supervision, incumbents with basic maintenance experience learn City facilities and parks, use of tools and equipment and a wide variety of practices and procedures. As experience and competence is gained, assignments become more varied and are performed with greater independence. This class is flexibly-staffed with Maintenance Technician II and incumbents may advance to the higher level after gaining the skill and experience which meet the qualifications for and demonstrating the ability to perform the work of the higher level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City. This class is distinguished from the class of Maintenance Assistant by the latter's primary utilization for hourly, unskilled temporary or training needs.

Maintenance Technician II is the experienced-level class in this series and incumbents are capable of performing a wide variety of work to ensure that the public facilities and City infrastructure are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. While incumbents may have developed skills in one or more areas of the trades, all are expected to be able to perform general maintenance and repair in all areas of assignment. This class is distinguished from the Maintenance Specialist in that the latter is an advanced-journey level, responsible for performing skilled work in a specific area of expertise requiring special licenses and/or certification. It is further distinguished from the class of Maintenance Coordinator by the latter's assignment to act as a lead person for field maintenance crews.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The work assignments of different positions may be modified or changed. Reasonable accommodations may be made so that qualified employees can perform the essential functions of the job.*

- Performs skilled and semi-skilled maintenance activities depending upon area of assignment including performing basic trade activities such as electrical, plumbing, and carpentry work; plants, fertilizes and trims shrubs and trees; performs weed abatement and pest control.

- Performs a variety of duties in the maintenance and repair of the irrigation system; changes and adjust heads; maintains controllers; participates in performing irrigation system installation and maintenance projects; repairs water main lines and lateral lines
- Repairs and maintains streets, traffic signals, sidewalks, canals, drainage systems, sound walls and parking lots; maintains traffic signs and striping.
- Operates maintenance equipment and heavy vehicles such as street sweepers, backhoes, high range boom trucks, spray trucks and large dump trucks Services and repairs City equipment and vehicles such as street sweepers, trucks, lawn mowers and turf equipment, tractors, compressors, backhoes and chainsaws.
- Calculates and adjusts chemical levels for pools; cleans and flushes storm drains and other appurtenances using a variety of hand and power tools.
- Mows and rakes grass areas; maintains and repairs irrigation systems; maintains park play equipment and sports facilities.
- Performs minor maintenance on facilities including replacement of light fixtures and air filters, painting, and graffiti removal and repair of plumbing fixtures.
- Maintains public facilities, shop and garage areas, storage sites and other buildings in a clean and orderly condition.
- Empties trash containers and removes trash from parks, landscaped areas and other City property; and performs custodial work as assigned.
- Maintains logs and records of work performed and materials and equipment used.
- Maintains and repairs a variety of hand and power tools ensuing they are in safe and efficient working order.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Inventories and requests equipment and supplies.
- Responds to call-outs and emergencies such as vehicle accidents, floods, fallen trees, and other hazards.
- May instruct and guide temporary, work alternative, and seasonal employees in basic work procedures and safe working practices.
- May contact residents to inform them of work to be performed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Maintenance Technician II, in addition to the above:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing streets and roadways, parks, facilities and building, and traffic signals.
- Traffic control procedures and traffic sign regulations.

- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

**Ability to:**

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Maintenance Technician II, in addition to the above:**

- Perform construction, modification, maintenance and repair work on streets and roadways, parks, facilities and building, and traffic signals.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Maintenance Technician I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Maintenance Technician I: One (1) year of assignment-related maintenance experience.

Maintenance Technician II: Two (2) years of experience performing skilled or semi-skilled maintenance duties equivalent to those of the class of Maintenance Technician I.

## **Licenses and Certifications:**

### Maintenance Technician I and II:

- Possession and maintenance of a valid California class C driver's license and a satisfactory driving record.
- 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:
  - California Commercial B driver's license with tanker and airbrake endorsements or with passenger endorsement.
  - Qualified Applicator's Certificate (QAC) for pesticide application.
  - Certified Pool Operator's license (CPO).
  - International Municipal Signal Association (IMSA) Traffic Signals Level I Certificate.
  - Cardio Pulmonary Resuscitation (CPR).
  - First Aid Certification.
  - International Municipal Signal Association (IMSA) Traffic Safety Through Work Zones Certification.
  - Industrial Emergency Council (IEC) Confined Space Entry Awareness and Rescue Certification.
  - Forklift Certification.

## **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.