

City of Capitola

MAINTENANCE WORKER I AND MAINTENANCE WORKER 2

GENERAL PURPOSE

Maintenance Worker 1 – Under close supervision, performs a variety of unskilled or routine maintenance tasks, construction work, and repair work in the upkeep of the city's streets, parks, beaches, and facilities; performs other work as assigned or required

Maintenance Worker 2 - Under general supervision, performs a variety of skilled or semi-skilled or routine maintenance tasks, construction work, and repair work in the upkeep of the city's streets, parks, beaches, and facilities; performs other work as assigned or required. Trains Maintenance Worker 1's as directed by supervisor.

SUPERVISION RECEIVED:

Maintenance Worker 1 – work under of Maintenance Supervisor; receive direction and training from Maintenance Worker 3; receive training from Maintenance Worker 2

Maintenance Worker 2 - Works under the supervision of the Maintenance Supervisor; receive direction from Maintenance Worker 3.

SUPERVISION EXERCISED - None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to after-hours service requests and emergencies.
- Performs asphalt patching and pothole repair.
- Installs and maintains road markings and city signs.
- Clears brush and debris from storm drains, wooded areas, streets, creeks, and ditches.
- Cleans up after various types of road spills and vehicle accidents following proper department procedure.
- Distributes and collects barricades for traffic control during and after city festivals, recreational activities, and flooding of streets and beaches following high tides and heavy storms.
- Cleans sidewalks, picks up litter along streets, and dumps trash cans throughout the city.
- Maintains city buildings, cleans roofs and rain gutters, replaces lights and fixtures, and other tasks as needed.
- Builds and maintains city owned walls and fences.
- May operate power equipment and trucks.
- Maintains and makes minor repairs of equipment.
- Maintains the Capitola Wharf; cleaning bathrooms and performing minor repairs to buildings and structure.
- Mows and edges lawns, weeds, waters, prunes shrubs and trees; in city parks, street islands, and other city right-of-ways and landscaped areas.
- Installs, inspects and repairs sprinkler systems.
- Applies fertilizers and herbicides as necessary.
- Assists in installing, repairing, and maintaining park and recreational equipment.
- Cleans and maintains parks and recreational area restroom facilities.

PERIPHERAL DUTIES

Maintenance Worker 2 only

- Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Maintenance Worker 1

- Graduation from high school or GED equivalent, and
- General working knowledge of hand tools and small equipment.

Maintenance Worker 2

- Graduation from high school or GED equivalent, and
- One (1) year of experience relating to construction, maintenance, or repair, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of methods, procedures, and materials used in the maintenance of city parks, beaches, facilities, and other landscaped areas; knowledge of methods and materials used in the control and eradication of plant diseases and pests. Knowledge of safe work procedures necessary to protect the employee, fellow workers and the public. Knowledge of use and operation of various department hand tools and equipment. Knowledge of modern methods and materials used in the maintenance and repair of streets, parking lots, storm drains and traffic control devices. Knowledge of basic carpentry, plumbing and electrical tools and techniques.
- Skill in operation of power tools and small equipment.
- Ability to follow oral and written directions; ability to keep time, keep record of materials and personnel; ability to perform all required tasks in a safe manner; ability to perform skillfully and safely all maintenance, repair or installation tasks; ability to perform heavy manual labor; ability to work well with superiors, fellow employees, and the general public; ability to work in seasonal harsh weather conditions.

SPECIAL REQUIREMENTS

Maintenance Worker 1

- Possession of a valid California Class C Motor Vehicle Operator's license.

Maintenance Worker 2

- Possession of a valid California Class C Motor Vehicle Operator's license.

One of the following is required to be hired or promoted to a Maintenance Worker 2 depending on the assignments of the position as directed by the Maintenance Supervisor.

- California Class A driver's license; or
- California Department of Pesticide Regulation (CDPR) Qualified Applicators Certification (QAC); or
- Have completed 10+ years with the City of Capitola as a Maintenance Worker I and

received a recommendation from the Department Head.

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, JD Loader, small tractors, street sweeper, mowers, chipper, chainsaws, pumps, compressors, generators, as well as common hand and power tools.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment may be loud.

WORK SCHEDULES

Work crews work a modified 40 hour per week schedule.

Monday – Thursday 6:00 a.m. to 3:00 p.m. with a two ½ hour breaks at 8:00 a.m. and noon
Friday 6:00 a.m. to 12:00 p.m. with ½ hour break at 8:00 a.m.

During the summer months from approximately mid-May through September, a portion of the crew has a modified schedule to work Wednesday through Sunday. Any crew member may be assigned this modified schedule at the direction of the Maintenance Supervisor.

All Public Works employees are designated as Emergency Response Personnel. Both the Maintenance Worker 1 and Maintenance Worker 2 positions are required to work overtime and respond to call backs on an as needed basis as part of their employment with the City of Capitola.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Rev: 2/2011

6/2021