

TOWN OF CORTE MADERA

MAINTENANCE WORKER

DEFINITION

To perform a variety of semi-skilled and skilled maintenance activities and operations necessary to maintain the Town's infrastructure, equipment and buildings.

DISTINGUISHING CHARACTERISTICS

This is a journey level class performing a full range of field maintenance duties, including streets, flood control facilities, sanitary sewers and pump stations, parks and landscape areas. Incumbents may perform maintenance on vehicles, equipment and buildings. Incumbents initially work under close and immediate supervision, progressing to general supervision as the incumbent becomes familiar with established department goals, objectives, priorities and procedures and is able to independently perform the full range of duties assigned to the position.

Incumbents are expected to become proficient in the operation of street and park maintenance equipment including use of a street sweeper, sewer cleaning machine, loader, backhoe, lawnmower, tractor, brush chipper and various other machinery and vehicles.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Superintendent of Public Works, Assistant Superintendent of Public Works and/or Senior Maintenance Worker.

May exercise technical and functional supervision over new staff, seasonal and/or part time workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – *Duties may include but are not limited to the following:*

Monitor flood control gates, computers and pumps; troubleshoot computer and pump problems; clean gates; install new flood control gates and pumps.

Clean storm drains; repair plumbing; run sewer lines; install, clean, and maintain ditches and culverts; respond to sewer stoppages and overflows; operate camera equipment in inspection of sewer and storm drain systems; report sewer overflows to regional water quality control board.

Perform a variety of duties involved in the maintenance and construction of streets, easements, and right-of-way including paving, patching, crack sealing, removing obstructions, and laying gravel; install and repair signs; perform traffic control; clean Town streets including removing brush, debris, and leaves.

Respond to police/fire department emergencies, including hazardous material spills and traffic emergencies.

May serve as a lead worker over temporary work crews.

Operate a full range of heavy equipment that may include graders, loaders, backhoe, tandem and single axle trucks, sweepers, tractors, pavers, paint strippers and hydrovacuum trucks; load and haul all equipment; perform minor repairs and maintenance on equipment; check tires, oil, lubricant, and water levels, lights, and fuel; wash, lubricate, and adjust equipment; change tires.

Fabricate, install, and maintain sign and traffic control devices; stripe and stencil streets including parking stalls, cross walks, turn arrows, stop bars, school zones, and curbs.

Test lagoons and canals for water quality.

Maintain a variety of records; complete activity records and reports.

Use a variety of hand and power tools.

Perform heavy manual labor.

Clean, maintain and repair public restrooms; mitigate park hazards with consideration to public safety; pick up litter and empty trashcans; maintain garbage cans and lids.

Install, repair and maintain plant irrigation systems; observe plantings to determine watering needs and program controllers; schedule water to ensure needs are met.

Measure, mix, and apply fertilizers; monitor pest populations and control; maintain grounds by mowing, edging, dethatching and watering lawns; prune shrubs and trees for plant health and appearance.

Maintain athletic fields, picnic areas, tennis courts parking lots, median strips, roadside shoulders, and other Town facility landscapes and buildings; coordinate field use for necessary maintenance; maintain walkways, paths, picnic areas and planting areas in a neat, clean and safe order.

Operate lawn mowers, chippers, edgers, trenchers, and power and hand tools; check, clean and maintain vehicles and equipment; check and run generators; keep trucks stocked with required supplies and materials.

Maintain shop and storage areas used in performing assigned tasks; maintain cleanliness of work area and tools.

Requisition materials, supplies, and equipment required for landscaping and gardening operations.

Observe and report violations of municipal codes.

Maintain routine records and reports, as required.

Attend safety and confined space entry training and educational seminars.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of sanitary sewer, flood control, street and/or park maintenance programs.

Methods and techniques of maintenance.

Equipment, tools, and materials used in sanitary sewer, flood control, street and/or park maintenance programs.

Operating characteristics of the full range of heavy equipment and power tools used in the assigned area of work.

Safe driving principles and practices.

Skill to:

Operate the full range of maintenance equipment in the assigned area in a safe and effective manner.

Use and operate hand tools, power tools, and mechanical equipment required for the work in a safe and efficient manner.

Ability to:

Perform assigned semi-skilled and skilled equipment operation, construction, and maintenance tasks properly and efficiently.

Appropriately respond to emergency situations.

Maintain accurate records and complete activity reports.

Perform a variety of heavy manual labor.

Understand and follow oral and written instructions.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

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

Experience:

Two years of experience performing maintenance and equipment operation duties desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Must be able to obtain a class B driver's license within one year of hire.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to perform field maintenance duties including exertion of a large amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties; ability to work around maintenance materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat, cold, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for required overtime, on-call, or stand-by 24 hours a day.

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