

FLSA: Non-Exempt

WEST VALLEY SANITATION DISTRICT
OF SANTA CLARA COUNTY

MAINTENANCE WORKER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Maintenance Worker series, including maintenance and construction work in one or more District operations; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I

The **Maintenance Worker I** is the entry level class in the Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of maintenance and construction tasks. This classification is distinguished from the next higher classification of Maintenance Worker II by the performance of less complex, semi-skilled tasks. This classification is alternatively staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Maintenance Worker II

The **Maintenance Worker II** is the journey level class in the Maintenance Worker series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks. This classification is distinguished from the next higher classification of Maintenance Lead Worker which provides lead direction to assigned crews.

SUPERVISION RECEIVED/EXERCISED:

Maintenance Worker I

Receives immediate supervision from the Maintenance Supervisor or other assigned supervisor. Incumbents may receive lead direction from a Maintenance Lead Worker. Incumbents of this class do not routinely exercise supervision.

Maintenance Worker II

Receives general supervision from the Maintenance Supervisor or other assigned supervisor. Incumbents may receive lead direction from a Maintenance Lead Worker. May exercise functional or technical supervision over lower level workers.

MAINTENANCE WORKER I/II

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ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs maintenance, repair, construction and installation work in the sanitary sewer system and storm drains, as well as building maintenance.
- Installs, repairs and maintains sanitary sewer mains and lines; assists in making new sewer connections, repairs drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects.
- Operates trucks and other construction vehicles and equipment; assists in locating and repairing leaks in sewer lines; responds to emergency calls.
- Constructs, inspects and repairs storm conduits, curbs, gutters and drainage facilities; cleans storm drains, flood control facilities and inlets.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 90 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent must be available for on-call and stand-by duty, and respond to after-hours emergencies.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Maintenance Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Maintenance Worker I

One year of work experience as a laborer in construction and maintenance work, and a high school diploma or equivalent.

Maintenance Worker II

In addition to the above, one year of experience in construction and maintenance of wastewater collection systems, storm drains and related facilities equivalent to that of a Maintenance Worker I with the West Valley Sanitation District. (Total of 2 years)

LICENSE/CERTIFICATE:

Maintenance Worker I

Possession of, or the ability to obtain, a valid class C California driver's license; possession of a Class A California driver's license with tank endorsements within 6 months. Possession of a Grade I Maintenance certificate issued by the California Water Environment Association before reaching the fourth step or promotion to the II level.

Maintenance Worker II

Possession of, or the ability to obtain, a valid Class A California driver's license within 6 months. Possession of a Grade II Maintenance certificate issued by the California Water Environment Association before reaching the fourth step.

KNOWLEDGE / ABILITIES / SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of sanitary sewer systems, storm drains, street patching, curb repair, lighting, traffic signs and related collection facilities; safety requirements for operation of trucks and other equipment; occupational hazards and standard safety procedures.

Ability to:

Perform maintenance, repair and installation of asphalt, concrete and storm drains; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; wear self-contained breathing apparatus and respirators; be clean shaven to conform to District confined space manhole entry permit policy and procedures. Pass drug and alcohol testing for pre-employment and DMV requirements; provide DMV record that meets District standards. Observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools and materials.