

City of San José
CLASS SPECIFICATION

Title: Maintenance Worker II (3114)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY

Under general supervision, performs skilled tasks and provides lead direction to small crews engaged in the maintenance and repair of streets, sewers, parks, landscaping and public facilities. Operates a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicle, trucks and equipment relevant to work performed, ensuring compliance with safe working practices. Tracks daily activities and enters data into automated system. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the third level within the Maintenance Worker series, responsible for performing skilled maintenance work, and for planning, leading, assigning and reviewing the work of assigned unskilled and semi-skilled staff in the maintenance and repair of streets, sewers, parks, landscaping, and public facilities. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. This class differs from Facility Repair Worker in that the latter performs semi-skilled work in the repair of buildings and equipment at City facilities. This class differs from Maintenance Worker I in that the latter class performs semi-skilled work and does not have lead responsibilities. This class differs from Senior Maintenance Worker in that the latter class supervises and provides lead direction over larger numbers of personnel and crews and has a broader work assignment.

Depending on the work group or assignment, incumbents may be required to work on Saturdays, Sundays, and holidays.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND three (3) years experience in the maintenance and repair of streets, sewers, parks or public facilities, or related field.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license.
- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

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- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Multi-Tasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Provides lead direction in the performance of a variety of skilled and semi-skilled repair and maintenance tasks in sewer and storm drain systems; repairing and replacing water lines; repairing and patching street surfaces; installing and repairing chain-link fences; monitoring and maintaining storm and sanitary lift stations; maintenance and upkeep of Airport facilities including terminal buildings, hangars, grounds, and runways.	Daily/Several Times
2.	Creates a traffic control plan for each new traffic control setup; sets up and monitors traffic control for optimum safety for motorists, pedestrians, bicyclists and crew members.	Daily/Several Times
3.	Operates a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicle, trucks and equipment relevant to assigned work; complies with all safety regulations in the operation of tools and equipment.	Daily/Several Times
4.	Sprays trees and weeds; aerates lawns.	Daily/Several Times
5.	Performs carpentry work including stencils for painters, construction and repair of barricades, installation of metal and wood additions, fabrication of wheel chocks, and other items.	Daily/Several Times

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6.	Performs minor semi-skilled plumbing, painting, and electrical repair work.	Daily/Several Times
7.	May perform welding, cutting, drilling and repairing of metal fixtures and equipment.	Daily/Several Times
8.	Tracks daily activities and enters data into automated system.	Daily
9.	Installs and repairs sprinkler lines and irrigation systems.	Weekly
10.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

Physical/Environmental Elements

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY Created 5/80, Rev. 11/81, Rev. 2/87, Rev. 7/89, Rev. 11/89, Rev. 1/92, Rev. 4/92, Rev. 1/98; Rev. 06/17; s002