



JOB DESCRIPTION

Maintenance Worker – Public Works – Sanitary, Right of Way, Street Maintenance Division

Date Prepared: May, 2022

SUMMARY: Under general supervision, performs a variety of unskilled and semi-skilled tasks in the repair and maintenance of a variety of City infrastructure. Duties vary by department and/or division; performs related duties, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Maintain and repair sanitary sewers, storm drains, City streets, landscapes, and sidewalks.
- Provide traffic control, patch asphalt, grade shoulders, ditches, and unpaved roads.
- Clean sewers and drain systems to prevent flooding and pollution.
- Operate a variety of motorized equipment, licensed vehicles, including trucks, trailers, light equipment and a variety of hand tools.
- Remove graffiti from walls, signs, sidewalks, and streets.
- Trim and/or remove trees, weeds, and trash and may be assigned to apply herbicides and pesticides.
- Participate in the maintenance and repair of electrical control systems, plumbing, and pipes.
- Maintain, clean, inspect and repair of pump stations, sewer pipes, laterals, and maintenance access ports (manholes), storm drainpipes, catch basins, drainage channels, and detention basins.
- Perform welding repairs.
- Shovel dirt, dig trenches by hand, shovel and rake asphalt and concrete, perform rough masonry, basic carpentry, plumbing, and painting.
- Respond to non-duty hours calls for service and emergencies, work an irregular schedule, when needed.
- Perform storm duty.
- Set up signs, cones, barricades, and traffic control and safely and effectively close roads to vehicle traffic, bicyclists, and/or pedestrians.
- Remove illegally posted signs, dumped items and hazardous materials within the City Right of Way.
- Accurately complete daily work reports, and other record keeping documents.
- Maintain and make minor repairs to vehicles, tools, and small equipment.
- Attend various meetings including employee safety meetings, training sessions, and others, as assigned.
- Participate in City special event setup and planning, as needed.
- All other duties, as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND one year of public works, road construction, sanitary sewer, drainage, water installation and/or maintenance and repair operations experience, which may also include irrigation systems and repair operations, street maintenance, or traffic control systems maintenance OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to possess a valid California Class "A" or "B" Commercial driver's license with endorsements. (Ability to obtain a Class "A" or "B" commercial driver's license within 9 months upon request)
- May require a California Water Environment Association (CWEA) Collection System Maintenance Certification Grade I. (Must have or ability to obtain within 9 months if assigned to Sanitary Division)
- May require qualified applicator certification.
- May require flagger certification.
- May require confined space entry certification.
- May require forklift operator certification.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Public Works construction and maintenance operations and repair practices and methods.
- Plumbing and electrical systems maintenance and repair.
- Irrigation systems maintenance and repair.
- Basic power and hand tools, cement work, plumbing, carpentry, and painting.
- Welding practices and methods.
- Employee safety practices and Flagger safety training.
- Sanitary sewer systems and operations.
- Right of way and road shoulder maintenance.
- Herbicides and pesticide application procedures.
- Operation of motorized construction and maintenance equipment and vehicles safely and efficiently.
- Storm drain, sewer line, and lift station operations and maintenance.
- Principles and practices of project management.

Skill in:

- Providing excellent customer service and communicating clearly and objectively both verbally and in writing.
- Using patience, tact diplomacy, and courtesy in dealing with the public and employees.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Using initiative, discretion, and judgment within established procedure guidelines and rules.
- Thoroughly carrying out oral and written instructions, attention to detail.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Defining problems, establishing facts, and drawing valid conclusions.
- Operating a computer, iPad, and various software applications.
- Maintaining basic written records.

- Time management.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders; work in trenches and in confined spaces. May be required to stand and/or walk, stoop, and bend for long periods of time. Must be able to lift and carry items weighing up to 60 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require to frequently lifting moderately heavy to heavy objects. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends; must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date