

**CITY OF REDWOOD CITY  
PUBLIC WORKS MAINTENANCE WORKER I  
PUBLIC WORKS MAINTENANCE WORKER II**

**DEFINITION**

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sidewalks, sewers and storm drains; perform a variety of semi-skilled and skilled tasks in the installation, maintenance, repair of water system mains, pipes, and facilities; or to work on a traffic sign and paint crew.

**DISTINGUISHING CHARACTERISTICS**

**Public Works Maintenance Worker I:** This is the entry-level class in the Public Works Maintenance Worker class series. Positions in this class usually perform most of the duties required of the Maintenance Worker II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and satisfactory job performance.

**Public Works Maintenance Worker II:** This is the journey level in the class series. Position in this class are flexibly staffed and are normally filled by advancement from the Public Works Maintenance Worker I class, or when filled from the outside, require prior experience in the construction and maintenance of streets, sewer, traffic, or water system facilities. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to a specific assignment.

**SUPERVISION RECEIVED AND EXERCISED**

**Public Works Maintenance Worker I**

Receives immediate supervision from higher-level staff progressing to general supervision with training and experience.

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**Public Works Maintenance Worker II**

Receives immediate supervision from higher-level maintenance personnel. Technical or functional supervision may also be provided by higher level maintenance personnel.

Assignments may require that II level position provide technical supervision to Maintenance Worker I personnel.

**EXAMPLES OF DUTIES**

**Street and Sewer**

Perform street maintenance duties; operate construction and maintenance equipment such as trucks, tractors, and skip loaders for a variety of construction and maintenance operation involving streets, sidewalks and gutters, sewer lines, and drainage channels.

Spread asphalt in patching and repairing streets.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

Set up traffic safety devices and barricades as necessary.

Maintain storm drains, catch basins and storm drain pipes.

Perform emergency street, sewer, storm drain or other public service maintenance work as required.

Perform sewer maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader, compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools.

Perform routine preventive maintenance on equipment as assigned.

Install and repair underground pipes; remove blockages from sewer and storm lines.

Utilize proper safety precautions related to all work performed.

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Read and interpret maps of underground sewer and drainage systems.

Perform related duties as assigned.

**Water Service**

Independently, or as a member of a crew, perform semi-skilled work in the installation, repair, and maintenance of the City's water system.

Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading trucks; operate crane in lowering pipe into trench; operate dump truck; set up tapping machines and tap into main lines.

Set up auger machine to make opening under highway and sidewalks.

Measure and cut pipe.

Install mains, copper tubing, hydrants, valves, meters and meter boxes.

When in charge of leak truck, locate main and other lines with T-scope; locate leak by sinking gad holes, excavate and repair leak.

When assigned to valve truck, operate and repair valves as needed.

Read and grade stakes for water service, meter height, and fire hydrants.

Set and read grade for trenching machine.

Perform related duties as assigned.

**Traffic Sign and Paint**

Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.

Paint and stripe barricades and guard rails, brush and spray painting.

Operate striping machine as needed.

Cut and prepare stencils.

Maintain, clean, and repair painting equipment and stencils.

Set up proper pattern of cones and signs to control traffic for safety purposes.

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Make inspections to find street signs that need repairing or replacing.

Lay out, fabricate and install regulatory, guide, warning, and construction signs; straighten and reset street name signs and parking meter poles.

Submit reports of work done.

Paint light poles.

Install and repair stop signs, parking signs, speed signs, railroad signs, and police watch signs, fabricate signs.

Install and maintain parking meter poles and electronic parking meter maintenance.

Perform related duties as assigned.

**QUALIFICATIONS**

**Public Works Maintenance Worker I**

**Knowledge of:**

Uses and purposes of general construction tools and equipment.

Safe work practices.

**Ability to:**

Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.

Understand and carry out oral and written directions.

Learn skilled tasks in street and sewer, water service, and traffic sign/paint work.

**Physical Characteristics:**

Must be able to perform heavy manual labor, work outside in varying climatic conditions, lift heavy objects, and be in sufficiently good health to perform job duties.

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**Experience and Education:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

**License and Certification:**

Possession of, or ability to obtain within six months of employment, a valid California Class A Commercial Driver's License, is required.

If assigned to the Water Utilities Services division, possession of a valid California Department of Health Services D1-Grade Water Distribution Operator certificate, or ability to obtain within 24 months of employment, is required.

**If assigned to the Wastewater Management Services division, possession of a valid California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade I certification is required.**

**Public Works Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I, the II level class requires proficiency in one or more areas: street and sewer, water services, or traffic paint / sign, requiring most of the following:

**Knowledge of:**

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water facilities, and traffic signs/markings.

Procedures and techniques of concrete and asphalt work.

Hazards associated with the work and proper safety precautions.

Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.

Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.

Standards relating to installation, location and required maintenance of traffic signs and pavement markings.

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Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

Equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of water mains, lines, and related facilities.

Pipefitting and cement work.

Preparation and operation of spray-painting equipment; methods of fabricating and installing street signs.

Operation of light and moderately heavy construction equipment.

Procedures and techniques of maintenance of electronic parking meters and inventory of parking meters.

**Ability to:**

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

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

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in the safe operation of equipment.

Do asphalt and concrete work; do pipe and masonry work; work with paints and prepare surfaces for painting.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish cooperative working relationships with others.

**Experience and Education:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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**Experience:**

One or two years similar to that of a Public Works Maintenance Worker I in the City of Redwood City.

**Education:**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

Possession of a valid California Class A Driver's License is required.

If assigned to the Water Utilities Services division, possession of a California Department of Health Services D1-Grade Water Distribution Operator certificate, or ability to obtain within 24 months of employment, is required.

If assigned to the Wastewater Management Services division, possession of a valid California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade I certification is required.

**Effective Date:** May, 2001

**Bargaining Group:** Service Employees' International Union - Local 715

**Amended:** January, 2007

**Amended:** October, 2011