



## City of Larkspur

# MAINTENANCE WORKER I/II

### **DEFINITION**

Under limited supervision, Maintenance Workers maintain parks, public landscapes, and sports fields, and perform a variety of street, storm drain system, pump station, building and equipment repair. Maintenance Workers respond to emergency storm calls for the community of Larkspur and perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I is a journey-level position. Incumbents are expected to perform maintenance duties and interact with the public independently and to exercise good judgment in decision-making.

Maintenance Worker II is an advanced journey-level position. Maintenance Worker II's are distinguished from Maintenance Worker I's by their ongoing assignment to a lead worker role. As such, they provide technical advice and project direction, identify problems or potential problems, and initiate or recommend preventative actions and solutions, provide safe work practices leadership, and serve as expert trainers to other staff members. In the and absence of the Superintendent of Public Works, they assume full supervision of operations and crews. In addition, Maintenance Worker II's are expected to perform the more technically complex maintenance and repair assignments, and to provide oversight to contractors. Advancement from the I level to the II level is not automatic; such advancement is contingent on the availability of allocated positions; Department needs and possession of required skills.

### **SUPERVISION RECEIVED AND EXERCISED**

The Public Works Superintendent provides supervision for these positions. There are no direct reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Include but are not limited to the following for both Maintenance Worker I and Maintenance Worker II incumbents:)*

#### ***Park & Landscape Maintenance Essential Duties and Responsibilities:***

- Perform mowing, weeding, trimming, pruning, cultivating, fertilizing, pest control, and planting lawns, trees, and other plants;
- Remove and dispose of trash and litter; ensure overall cleanliness of parks and park facilities;
- Maintain park equipment, sports fields and play structures, buildings and facilities and irrigation systems, performing minor plumbing or building repair duties;
- Perform construction and demolition of park facilities, drainage, low-voltage electrical and irrigation systems for new, expanded and renovated park facilities as part of capital improvement projects;
- Coordinate with contractors as required;
- Operate small trucks, dump trucks, ride-on and walk-behind mowing equipment, and may be required to operate heavy equipment;
- Utilizes a wide variety of construction tools and mechanical equipment.

**Street and Utility Essential Duties and Responsibilities:**

- Install, remove and replace asphalt and concrete;
- Install traffic counting equipment, traffic and parking control signs, traffic markings and red curbs;
- Maintain, operate, inspect, repair and install storm water system facilities including, piping, storm drains, catch basins, sub-drains, meters, pumping stations, pumps, controls, measuring devices, outfall and inlet structures, and related appurtenances;
- Operate hand and power tools, light and heavy construction equipment and specialized pipe cleaning and maintenance equipment;
- Handle and apply chemicals;
- Clear and cleans streets, including felling trees and clearing debris and maintaining trash removal;
- May takes water samples and perform minor laboratory tests to assure compliance with regulatory standards.

**Additional Responsibilities:**

- Assist as assigned with community event setup and placement of holiday decorations
- Assist and support City staff to ensure safe operation of City owned and maintained facilities;
- Assist as assigned with development or implementation of the City's emergency response plan;
- Perform welding and fabrication of equipment and parts as needed;
- Maintain and repair a variety of equipment and vehicles;
- May be required to interact with customers on site or when requested;
- May be required to utilize department or City-wide software applications to maintain records or provide reports.
- Perform as a designated Disaster Service Worker as needed during emergency situations; respond to emergency call outs for service after hours and on weekends as needed.

**REQUIREMENTS****Knowledge of:**

- Both general and job-specific methods, materials, terminology and safe work practices of maintenance, construction, and landscape/irrigation work
- Use, care and repair of maintenance equipment and tools
- Knowledge of organizational policies and procedures as relate to maintenance and emergency response

**Skill and Ability in:**

- The use of and proper applications for a large variety of power hand tools
- Demonstrated ability to safely and effectively use maintenance equipment, i.e., rototiller, brush chipper, Kubota mower/rotary mower, backhoe, paint sprayer, quadrunner, tractor chain saw, flail mower, hedge shears, and to drive F450 dump truck
- Ability to read or listen, and to understand, retain, follow, apply and communicate verbal and written instructions or directions
- Learn effective and safe operation of equipment and tools; learn and retain specific and general information concerning equipment, functions, and projects
- Respond courteously to public inquiries

- Recognize the need for and use safe work practices and applicable safety equipment (i.e. safety glasses, ear plugs, gloves, work boots, etc.)
- Ability to learn and utilize new technology and equipment
- Ability to establish and maintain cooperative working relationships with others
- Ability to adjust to changes in workload and assignments and to meet deadlines under pressure
- Ability to learn through observation and experience
- Skill in exercising sound independent judgment
- Ability to communicate effectively, both orally and in writing
- Skill in accurate data entry and records maintenance
- Basic computer and keyboarding skills
- Basic mathematical skills
- Basic English language skills, including reading and comprehension sufficient to speak and understand oral and written information

In addition, Maintenance Worker II's are required to possess:

- Ability to oversee, lead and train staff, ensuring safe and effective work practices and appropriate skills development and application
- Ability to identify and resolve a variety of systems, equipment and user interface problems
- Knowledge of electrical and plumbing systems
- Ability to diagnose and repair complex mechanical systems and machinery

### **EDUCATION AND/OR EXPERIENCE:**

Sufficient experience and education related to public works and facilities maintenance to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Maintenance Worker I: A minimum of two years of experience conducting a range of maintenance activities. Experience performing a range of maintenance activities for public works and/or public facilities is highly desirable. Possess a valid Class C California driver's license and a clean driving record by date of appointment.

Maintenance Worker II: A minimum of four years of experience as described, including some experience in providing leadership to others. Possession of a high school diploma or equivalent is preferred. Possess a valid Class C California driver's license and a clean driving record by date of appointment.

In addition, qualified candidates must:

- Possess valid CPR and First Aid Certificates within three months of appointment
- Pass a pre-employment physical examination, including back X-ray and drug/alcohol screen

### **PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires physical stamina, strength and flexibility to operate a variety of tools and equipment and vehicles, perform physical tasks for long periods of time, and to lift light and heavy loads (20-90 lbs.); prolonged standing, walking, kneeling, squatting and stooping, and gripping are required in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl; or to work in confined spaces. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required to distinguish and identify sounds in a noisy environment.
- The employee is required to use repetitive hand movement and fine coordination for short periods when entering data and preparing reports using a computer keyboard.
- The employee is frequently exposed to outdoor weather conditions, slippery surfaces, uneven ground or floor surfaces, sudden changes and/or extremes in air temperature.
- The employee regularly works with chemicals; and occasionally works with extreme noise or vibration; electrical, mechanical, chemical or explosive hazards; and hazardous waste.
- The noise level in the work environment is frequently loud.

**Special Requirements:** (1) Must be willing and able to work a variety of regularly assigned daytime shifts; (2) Must be willing and able to be available for standby and emergency response coverage (before and after regular work hours, and on weekends and holidays); or for occasional weekend rotations.

**OTHER:**

*FLSA Status: Non-exempt*  
*Bargaining Unit: Larkspur Miscellaneous Employees Association*  
*Approved by: City Manager Dan Schwarz*  
*Date: March 1, 2013*  
*Revised February 20, 2020*