

## **PUBLIC WORKS MAINTENANCE WORKER II**

### **DEFINITION**

Under supervision, to perform a variety of assignments in the maintenance, repair, and construction of roads, bridges, drainage systems and other public works facilities; to learn more advanced equipment operation; to perform a variety of skilled and semi-skilled work in the maintenance and repair of buildings, fixtures and plant equipment; to perform grounds maintenance duties; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced apprentice level in the Public Maintenance Worker Class series. Incumbents in this series will be assigned primarily to either Road work or Facilities work, but may be cross-trained in and assigned in both as workload demands. Incumbents perform the more difficult tasks with less supervision than the Maintenance Worker I Classification. An incumbent typically advances to the Maintenance Worker III class after two to three years of increasingly responsible work experience.

### **REPORTS TO**

Public Works Maintenance District Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

**ROAD:** Assists with and performs a variety of semi-skilled and skilled duties in the maintenance, construction, and repair of County roads, bridges, and drainage systems; learns to operate road maintenance equipment such as trucks, snowplows, and loaders; performs unskilled duties such as cutting weeds, clearing debris, and cleaning ditches; paves, patches, and repairs roads; operates hand tools; straightens and replaces snow stakes and road signs; may drive vehicles to transport materials, tools, and equipment; performs routine maintenance and repair tasks on equipment; acts as a flagperson for road repair and maintenance crews; performs shovel work, opening, widening, and backfilling excavations; assists with the installation and repair of traffic control and warning signs; completes reports and records; cleans and cares for tools and equipment; assists with inspections of roads and other facilities for needed repairs.

**FACILITIES:** Performs a variety of semiskilled and skilled work in the maintenance and

repair of County buildings and grounds; performs carpentry, painting, plumbing, welding, and electrical work; performs building alterations; learn and makes repairs and adjustments on electrical, pneumatic, and electronic control devices, steam and/or hot water boilers, furnaces, pumps and kitchen and laundry appliances; learns and maintains ventilation systems, air compressors, emergency generators, and air conditioning equipment; installs electrical fixtures; performs cleaning and care of the County buildings and facilities; maintains the assigned areas in a clean, orderly, and safe condition; moves and arranges furniture and equipment; takes care of equipment and materials used in work assignments; mows and edges lawns and other grounds areas; trims trees, shrubs and hedges; waters ground areas; installs, operates and maintains a variety of irrigation equipment; performs landscaping and gardening; participates in the remodeling of County buildings; assists with the inspection of buildings and facilities for needed repairs; snow removal; constructs, assembles, and repairs furniture; may oversee and assign work to temporary work staff; completes and maintains accurate records and reports; maintains confidentiality.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds unassisted and greater than 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, electrical testing equipment, computers and telephones.

### **TYPICAL WORKING CONDITIONS**

Work is performed outdoors in varying temperature, severe weather, and humidity condition; work is performed in environment with constant noise; exposure to fumes, grease and oils; exposure to moving equipment; exposure to electrical current; exposure to controlled and hazardous substances, pesticides, herbicides, and chemicals; frequent contact with staff and the public. Incumbents are subject to working after hours, evenings, weekends, holidays, and call-outs.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Maintenance and construction tools and equipment.
- Landscaping, carpentry, electrical, and plumbing trades.
- Standard tools, methods, practices, and materials involved in the building trades.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Plumbing, heating/cooling and electrical systems in County buildings.
- Applicable provisions of building, electrical, and plumbing codes.
- Occupational hazards and safety precautions of the building and grounds maintenance trades.

- Safe work practices.

Ability and willingness to:

- Perform a variety of unskilled and semi-skilled work in the maintenance, construction, and repair of County roads, bridges, culverts, and public works facilities.
- Operate equipment.
- Maintain basic records.
- Perform heavy physical labor.
- Perform a wide range of skilled and semi-skilled building and landscaping trade work.
- Skillfully use a variety of building trades tools and equipment.
- Recognize and locate conditions, which require maintenance and repair work.
- Use and care for hand and power tools utilized in the building and landscaping trades.
- Estimate time and materials needed to perform maintenance, construction, and repair jobs.
- Good oral and written communication skills.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.
- Use Computers.
- Maintain confidentiality.
- Follow oral and written directions.
- Maintain and make basic repairs to equipment.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

One year increasingly responsible work experience equivalent to a Public Works Maintenance Worker I.

Special Requirements:

- Possession of a driver's license valid in California.
- Depending on assignment, may have to obtain a Class B driver's license valid in California compatible with Mono County equipment within 3 months of appointment to this classification.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Revised 7/99

Salary Range 50