

TOWN OF PORTOLA VALLEY
MAINTENANCE WORKER I
MAINTENANCE WORKER II

Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of semi-skilled and skilled work in the maintenance, repair and construction of park landscapes, grounds, and trails; to perform duties related to the maintenance, repair and construction of streets, storm drains and other Town facilities; to perform janitorial duties; and to operate and maintain a variety of maintenance and landscape tools, equipment and vehicles.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I - This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker II - This is the journey level class in the Maintenance Worker series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I - Receives immediate supervision from the Public Works Director/Town Engineer and may receive technical and functional supervision from the Senior Maintenance Worker and Recreational Facilities Coordinator.

Maintenance Worker II - Receives general supervision from the Public Works Director/Town Engineer and may receive technical and functional supervision from the Senior Maintenance Worker and Recreational Facilities Coordinator.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

- Perform semi-skilled and skilled duties in the maintenance and construction of public trails.
- Perform semi-skilled and skilled duties in the maintenance, construction and repair of Town facilities including streets, storm drain systems, walkways and roadways.

- Perform storm drain system maintenance; clean up and repair damage done by storms; assist in the building, repair and maintenance of adequate storm drain systems; assist in building temporary and permanent storm water diversions as needed.
- Break and remove surfaces; dig, shovel, haul, load and unload soil, sand, landscaping, concrete, asphalt mixes and other materials.
- Operate and maintain maintenance and landscape equipment and vehicles, including but not limited to mowers, edgers, tractors, tillers, renovators, backhoes, blowers, sprayers, and a variety of hand, power, and shop tools.
- Remove and replace fences, landscaping, playground equipment, brick, concrete and other structures on public property as directed.
- Sweep and remove trash and litter from trails, streets, parking lots and other assigned areas.
- Perform a variety of semi-skilled painting, carpentry, plumbing or other maintenance work as required.
- Perform janitorial and custodial duties including but not limited to, sweeping, vacuuming and cleaning Town buildings and restrooms; preparing and setting up rooms as required.
- Perform maintenance, repair, and landscaping and horticultural duties in Town parks, trails, grounds, buildings and related facilities and along roadsides.
- Perform a variety of duties in the planting and maintenance of landscaped areas consisting of bushes, trees, flowers, shrubs and lawns; water, mow, weed, trim, brush, repair irrigation systems, renovate and fertilize lawns; rake leaves and clear debris from trails, fields, courts and other facilities.
- Maintain athletic fields for a variety of sporting events; clean and maintain tennis courts.
- Understand and adhere to safe work practices and procedures.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

EXAMPLES OF MARGINAL DUTIES:

- Respond to emergency situations during off hours as required.
- Maintain basic records of daily work performed.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Maintenance Worker I

Knowledge of:

- Basic principles and practices of trails, street and storm drain system maintenance, repair and construction, carpentry, record keeping, landscaping, brush/tree trimming, and groundskeeping.
- Operational characteristics of street and storm drain system maintenance and construction tools, equipment and vehicles.

Ability to:

- Learn to perform street and storm drain maintenance, repairs and groundskeeping.
- Learn to operate a variety of construction tools, equipment and vehicles in a safe and effective manner.
- Maintain accurate records.
- Safely perform heavy physical labor.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely; both orally and in writing.
- Establish and maintain effective working relationships.
- Effectively and safely use cleaning agents and chemicals.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training

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

Experience: One year of maintenance, construction or parks/trails maintenance is desirable.

Training: Graduation from high school or G.E.D. equivalent.

License or Certificate: Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Maintenance Worker II

In addition to the qualifications for the Maintenance Worker I:

Knowledge of:

- Parks/landscaping and operation and maintenance of equipment, including commercial mowing equipments, and uses, handling, and storage of pesticides and herbicides.
- Methods, techniques, tools, and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, storm drains, and trails.

Ability to:

- Independently perform work in gardening and maintenance duties in the construction, maintenance, and repair of parks, recreation grounds, and trails.
- Independently perform semi-skilled and skilled maintenance, construction and repair work related to streets, storm drains, and related facilities.

- Use and operate a variety of hand tools, mechanical equipment, power tools and related equipment for the work in a safe and efficient manner.
- Complete required reports.
- Effectively control traffic.

Experience and Training

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

Experience: Two years of responsible experience performing duties comparable to that of a Maintenance Worker I in the Town of Portola Valley.

Training: Graduation from high school or G.E.D. equivalent.

License or Certificate: Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; noise, dust, smoke, fumes, gases; potentially hazardous chemicals and traffic; inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces, work at heights and on ladders, work on slippery or uneven surfaces.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, lifting and carrying weight of 50 pounds or less, pulling, pushing, reaching and kneeling; climbing; repeated bending; operating motorized equipment and vehicles.