

FLSA: NON-EXEMPT

**CITY OF CLOVERDALE**  
**UTILITY MAINTENANCE WORKER I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Utility Maintenance Worker series, including skilled and semi-skilled work in streets, sidewalks, storm drains, graffiti removal, water mains and meters, sewer, dead animal disposal, cemetery and airport maintenance, streetlights, and traffic signs; assists other Public Works divisions when assigned; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Utility Maintenance Worker I**

The Utility Maintenance Worker I is the entry-level class in the Utility Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including a wide variety of maintenance and construction tasks. As experience is gained, there is a greater independence of action within established guidelines. This classification is distinguished from the next higher classification of Utility Maintenance Worker II in that the latter independently performs the full range of assigned duties under general supervision.

**Utility Maintenance Worker II**

The Utility Maintenance Worker II is the journey level class in the Utility Maintenance Worker series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the operation, maintenance, and

repair of the City's streets, sidewalks, storm drains, graffiti removal, water mains and meters, dead animal disposal, cemetery and airport maintenance, streetlights, and traffic signs. This classification is distinguished from the next higher classification of Utility Maintenance Crew Leader in that the latter performs the more complex assignments, provides lead direction to crews, and supervises lower level maintenance staff.

**SUPERVISION RECEIVED/EXERCISED:**

**Utility Maintenance Worker I**

Receives immediate supervision from the Utility Maintenance Crew Leader. Incumbents in this class do not routinely exercise supervision.

**Utility Maintenance Worker II**

Receives general supervision from the Utility Maintenance Crew Leader. May exercise functional and technical supervision over lower level maintenance personnel.

**ESSENTIAL FUNCTIONS:** (include but are not limited to the following)

- Performs skilled and semi-skilled tasks and work activities in the Maintenance Division of the Public Works Department, including skilled and semi-skilled work in streets, sidewalks, storm drains, graffiti removal, water mains and meters, sewers, dead animal disposal, cemetery and airport maintenance, streetlights, and traffic signs.
- Operates trucks, loaders, backhoes, and other light and heavy duty maintenance and construction equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; performs minor equipment repairs; assists with City sponsored functions; responds to after-hours call-outs as assigned.
- Performs the installation, maintenance, and inspection of City signs, road markings, striping, and delineators; sandblasts to remove paint; puts down thermoplastic in streets and parking lots; paints curbs; performs right-of-way cleanup and weed control, graffiti removal, and traffic control.
- Performs concrete sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs, crack sealing and patching, and all street repairs; lays asphalt; operates concrete saw to prepare cuts for repairs or encroachments; clears roadside and other City properties by cutting brush, raking, and hoeing; cleans/clears storm drains and catch basins; assists in the installation or repair of sewer and storm drain lines.

- Cleans and maintains the City's cemetery; removes weeds, trims trees, and digs graves; maintains the City's airport and fueling station, including landscape and hangar maintenance.
- Performs meter reading and repair; turns water on and off; repairs and replaces fire hydrants; checks water pressure and volume; locates and marks U.S.A.'s; shuts down and flushes water mains; exercises water valves; makes taps for new utility services.
- Cleans City's creeks by removing brush, fallen trees, and debris; performs tree trimming and landscape maintenance; may spray personal grade pesticides.
- Disposes of dead animals on City property; performs metal fabrication; maintains vehicles and performs minor maintenance on vehicles.
- Provides assistance to other Public Works divisions; may serve as a backup Transit Operator.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; may provide training to lower level staff; responds to questions and concerns from the general public; provides customer services and information, as is appropriate, and resolves public service complaints.
- May be required to work irregular shifts and perform standby and callback duties; responds to emergency situations; participates in pager rotation; assists other Public Works divisions as necessary.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing seventy-five (75) pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over ten (10) feet, be in confined spaces, use power and noise-producing tools and equipment,

drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. Incumbents are required to respond to after-hours emergency call-outs and perform routine standby duties

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Utility Maintenance Worker I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Utility Maintenance Worker I**

Willingness to learn and perform duties associated with street maintenance and one year of experience in general construction maintenance work, and a high school diploma or equivalent.

**Utility Maintenance Worker II**

In addition to the above, one year of experience in heavy manual construction or maintenance work equivalent to that of a Utility Maintenance Worker I in the City of Cloverdale.

**License/Certificate:**

**Utility Maintenance Worker I**

Possession of, or ability to obtain, a valid Class B California driver's license and proper endorsements within six (6) months of appointment. Depending on assignment and state law requirements, may be required to possess a Grade I Water Distribution Certificate issued by the California State Department of Health Services.

**Utility Maintenance Worker II**

Possession of a valid Class B California driver's license and proper endorsements. Possession of certification in airport fuel tank inspections. Depending on assignment and state law requirements, may be required to possess a Grade II Water Distribution Certificate issued by the California State Department of Health Services.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

**Knowledge of:**

Modern practices, techniques, and materials used in maintenance, construction, mechanics, and repair of streets, sidewalks, storm drains, tree trimming, water mains and meters, cemetery and airport, streetlights, and traffic signs; operational characteristics of standard construction and maintenance materials, tools, and equipment; traffic control methods and regulations; proper disposal of dead animals; practices, procedures, and materials used in weed abatement; safety requirements for operation of trucks and other equipment; applicable federal, state, and local laws, codes, and regulations; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

**Ability to:**

Perform maintenance, repair, and installation of asphalt, signs, concrete, water mains, and drainage systems; perform building maintenance and repair; operate a variety of tools and equipment used in maintenance and construction; perform heavy manual labor; operate hand and power tools competently and safely; understand and follow verbal and written instructions; deal tactfully with the public; respond to after-hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance and heavy equipment, tools, and materials; operate an office computer and applicable software.