

MAINTENANCE SPECIALIST I/II

DEFINITION

Under direct or general supervision performs a variety of semi-skilled work in the construction, modification, maintenance, repair, and operation of City infrastructure, including parks, streets, traffic controls and structures, storm drains and sanitary sewers, water, and wastewater systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the designated manager or supervisor. May receive direction and oversight from lead workers.

CLASS CHARACTERISTICS

Maintenance Specialist I is the entry-level in this maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn City facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately staffed with Maintenance Specialist II. Incumbents may advance to the higher level after gaining the knowledge, skills, and experience, and demonstrating the ability to perform the work of the higher-level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City.

Maintenance Specialist II is the experienced level in this maintenance class series capable of performing a wide variety of work to ensure that the City facilities and infrastructure are maintained in a safe and effective working condition. Responsibilities include performing all operational and maintenance activities in the assigned area, depending upon the immediate needs of the City. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Maintenance Specialist III, which is a lead level class that performs special assignments and requires advanced training and certifications.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Services, maintains, and repairs streets, traffic controls and structures, storm drains and sanitary sewers, water and wastewater systems, buildings, grounds and/or equipment for the City owned facilities; inspects, diagnoses and troubleshoots basic equipment and operating problems, performs repairs and installs new equipment; responds to emergency or special event requests; performs preventative maintenance; tests and inspects completed work as required for specific job function; reports and recommends repairs needing outside contractors.
- Establishes a safe work area and coordinates activities with employees and the public, as safety rules require.
- Performs assigned custodial work.
- Performs basic construction and remodeling to City facilities.
- As qualified and assigned, operates specialized equipment such as sweepers, heavy trucks, backhoes, loaders, and related construction equipment.

- Assists other employees with their tasks as necessary.
- Interacts with the public to answer questions, explain applicable laws, rules, and regulations, and investigate complaints.
- Determines the type of materials, supplies, machinery, or tools to be used for each project; may purchase materials and supplies from established suppliers with appropriate authorization; prepares materials for use.
- Provides consultation or expert advice to management when necessary.
- May use gas or arc welding equipment to cut, heat, weld or braze.
- May check and record well residuals; read electric, hours, and flow meters.
- May coordinate, assist and oversee contract labor.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining and repairing assigned systems and facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Systems of lighting controls, plumbing repair and installation, electrical motor repair and troubleshooting, playground equipment regulations and repair, and pool operation and repair, as applicable.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local codes and regulations.
- Basic mathematics.

Skill in:

- Performing semi-skilled construction, modification, maintenance, and repair work on assigned systems, facilities, and equipment such as found in the City.
- Locating underground utilities by use of blueprints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Skillfully and safely using and maintaining tools and equipment related to the work.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications when applicable.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from high school and:

Maintenance Specialist I: One year of construction, maintenance, or repair experience related to the assigned work.

Maintenance Specialist II: Three years of semi-skilled construction, maintenance, or repair experience related to the work assigned.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Parks Maintenance Specialist I/II: Requires the possession of or the ability to obtain a Class A California motor vehicle license with appropriate endorsements within one year of appointment.

Streets Maintenance Specialist II: Requires the possession of or the ability to obtain a Class A California motor vehicle license with appropriate endorsements within one year of appointment.

Wastewater Collections Maintenance Specialist I: Requires the possession of or the ability to obtain a Grade I Wastewater Collection Systems Maintenance certificate within one year of appointment.

Wastewater Collections Maintenance Specialist II: Requires the possession of or the ability to obtain a Grade II Wastewater Collection Systems Maintenance certificate and Class B California motor vehicle license with appropriate endorsements within one year of appointment.

Water Maintenance Specialist I: Requires the possession of or the ability to obtain a Grade I Water Distribution Systems Maintenance certificate within a one year of appointment.

Water Maintenance Specialist II: Requires the possession of or the ability to obtain a Grade I Water Treatment, Grade II Water Distribution Systems Maintenance certificate, and Class A California motor vehicle license with appropriate endorsements within one year of appointment.

The one-year time frame for certification may be extended at the discretion of the Executive Manager.

Some of the positions in this classification may require specific licenses and/or certifications. For example: self-contained breathing apparatus certification, certified pool operator or aquatic facility operator, playground safety inspector certification, pesticide certification.

Advancement Criteria:

A Maintenance Specialist I who meets the criteria to advance to Maintenance Specialist II must have served a minimum of 6 months satisfactory performance at their current wage step prior to reclassification. The effective date of reclassification shall be as of the first day of the pay period following written approval from the department director.

Employees who do not obtain the required certification(s) and/or license within one year of appointment shall not progress to the next step of the wage range until the certificate(s) and/or license are obtained. The effective date of the step increase shall be the first day of the pay period in which the certification(s) and/or license were obtained. A performance evaluation demonstrating continued satisfactory performance must also accompany a recommendation for advancement to the next step if not previously evaluated within the last 6 months.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess strength, stamina, and mobility to perform heavy physical work, use varied hand and power tools, operate a motor vehicle and heavy construction equipment and lift, and move materials and equipment weighing up to 60 pounds, unassisted, and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. May be required to wear a self-contained breathing apparatus and other safety equipment.

Other Requirements:

May be available for regular standby assignments and work emergency overtime as required and in accordance with existing Memoranda of Understanding. Must be willing to work out of doors in all weather conditions and with exposure to traffic, fumes, odors, dust and potentially hazardous chemicals and conditions.

Typical working titles included in this classification:

Maintenance Specialist I or II:

- Facilities Maintenance Specialist
- Parks Maintenance Specialist
- Streets Maintenance Specialist
- Water Maintenance Specialist
- Wastewater Collections Maintenance Specialist
- Wastewater Treatment Plant Maintenance Specialist

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.