

PUBLIC WORKS MAINTENANCE WORKER I

DEFINITION

To perform a variety of semi-skilled and skilled labor in the construction, maintenance and repair of County roads, bridges, culverts and other related structures, and in various traffic control maintenance and repair activities or in the various solid waste site activities of the Public Works Agency; to operate a variety of construction, maintenance and transportation equipment as necessary to complete daily tasks.

DISTINGUISHING CHARACTERISTICS

This is the entry/journey-level class in the Public Works Maintenance class series, and is distinguished from the next higher classification of Public Works Maintenance Worker II in that the latter is the entry/journey-level responsible to perform a wider range of duties in the assigned maintenance area and is required to have a Class B driver's license with appropriate endorsements.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from lead, supervisory and management staff.

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

Road Maintenance:

Prepares roads for patch repairs, overlays, or chip seals; prepares mix for patching roads; repairs and reconstructs roads.

Forms, pours, and finishes concrete.

Prunes trees and other vegetation as needed.

Cleans roadsides and drainage systems; inspects and clears debris from drainage systems; conducts roadside burning as needed.

Removes snow and ice from roads in inclement weather; removes mud/debris resulting from mud slides.

Hauls materials to and from work sites as required.

Public Works Maintenance Worker I

Rev.- 01/01/06

M.O. #8-1/04/06

Rev.- 01/01/07

M.O. #19b-1/4/07

Rev.- 07/01/07

M.O. #19b-1/4/07

Rev.- 01/01/08

M.O. #19b-1/4/07

GLENN COUNTY
PUBLIC WORKS MAINTENANCE WORKER I
Page 2

Directs and controls traffic around work sites.

Operates semi-trucks, dump trucks, water trucks, boom truck, front loader, rollers, snow plow, etc.; operates a compressor, sand blasters, jack hammer, chipper machine, welding equipment, cutting torch, compaction tools, weed eater, blower, and other hand and power tools.

Maintains, cleans, and performs minor repairs to assigned equipment and tools.

Performs related duties as assigned.

Traffic Maintenance:

Prepares roads for striping; assists in painting and striping roads and curbs; paints road and sign equipment.

Installs and repairs sign posts and signs; installs and replaces road markers; maintains records on road sign vandalism, sign replacement and new sign installation.

Records sign survey data regarding traffic conditions and safety hazards; sets up and records traffic counts.

Installs and maintains traffic control devices, signs and road markings.

Directs and controls traffic around work sites.

Inspects and clears debris and obstructions from roads and roadsides.

Operates road sign equipment, including heat applicator machine, compressors, paint sprayers, thermoplastic machine, road striping machine, sand blasters, scotchlite applicators, welding equipment, cutting torch, etc.

Maintains, cleans and performs minor repairs to assigned equipment and tools.

Performs related duties as assigned.

Solid Waste Site:

Operates a generator, steam cleaner, fork lift, welding equipment, cutting torch, air compressor, pumps, various hand and power tools.

Maintains traffic control at solid waste site.

Estimates load sizes; calculates and collects fees based on established fee schedules; issues receipts.

Prepares and maintains routine records and reports of solid waste disposal activities.

GLENN COUNTY
PUBLIC WORKS MAINTENANCE WORKER I
Page 3

Maintains recycling areas; identifies and sorts recyclable materials.

Assists in the performance of routine grounds maintenance tasks.

Maintains, cleans, and performs minor repairs to assigned equipment and tools.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Operation and maintenance requirements of trucks and less complex power-driven equipment.

Materials, methods, practices and equipment used in road, bridge and culvert maintenance and repair activities and/or in traffic control installation, maintenance and repair activities and/or in the operation of a Solid Waste Disposal site.

Traffic laws, rules and ordinances involved in truck and equipment operations; traffic control regulations.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Understand and follow oral and written instructions.

Perform a variety of semi-skilled and skilled construction, maintenance and repair work.

Perform heavy manual labor.

Operate a variety of vehicular and stationery mechanical equipment.

Perform minor maintenance on assigned equipment.

Learn the geography and street system of the County.

Follow established safe work rules and practices.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

GLENN COUNTY
PUBLIC WORKS MAINTENANCE WORKER I
Page 4

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

Some experience in the construction trades or road maintenance is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain an appropriate, valid California Class B driver's license within one year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 75 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, unusual heights, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends, and holidays and participate in after-hours emergency response and on-call and callback assignments.