

## CLASS SPECIFICATION



**CLASS:** Public Works Maintenance Worker I/II  
**ALLOCATION:** Public Works  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** Circa 1986  
**REVISED:** May 2021

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### **JOB SUMMARY:**

Learn and perform semi-skilled and skilled work in the construction, maintenance and repair of roads, bridges, rights of way, parks and related County infrastructure in a centralized or rural location; operate and perform basic maintenance and adjustment to light and heavy equipment in the performance of the work; make and install street and traffic signs for County roadways; and perform related duties as assigned.

### **Public Works Maintenance Worker I:**

Initially under close supervision, incumbents learn and perform a variety of routine and semi-skilled public works maintenance duties. As experience is gained, responsibilities also include the routine maintenance of equipment associated with the work performed. This class is flexibly staffed with Public Works Maintenance Worker II, and incumbents may advance to the higher level after gaining experience, demonstrating proficiency, and obtaining the proper licensing required to meet the qualifications for the higher class level. This is the entry level in the public works maintenance series.

### **Public Works Maintenance Worker II:**

Under general supervision, incumbents are expected to perform the full range of skilled and semi-skilled public works maintenance, construction and repair activities in an assigned functional area, and may rotate or cross-train between areas as necessary. Incumbents may work as a member of a crew or may provide direction to a small crew of assistants on a project basis. This is the journey level in the public works maintenance series.

### **CLASS CHARACTERISTICS:**

This position reports directly to an Assistant Public Works Superintendent and may receive lead direction from a Senior Public Works Maintenance Worker. This class is distinguished from Senior Public Works Maintenance Worker in that the latter directs the work of a crew on a lead basis and has primary responsibility for the operation of a variety of heavy equipment.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Public Works Maintenance Worker I:**

- Operate a variety of light and heavy mobile equipment, including trucks of various sizes, loaders, sweepers, rollers, graders, and snow removal equipment.
- Perform traffic control for an assigned work crew; observe safe work methods and use safety equipment while redirecting traffic and securing worksites from traffic hazards; attend safety meetings.
- Load and unload trucks; pick up and deliver materials, supplies and equipment; maintain work environment in a clean and orderly condition.
- Respond to emergency call-outs, sometimes in off hours, resulting from severe weather, chemical spills or major accidents.
- Maintain basic records of work performed.

#### **Public Works Maintenance Worker II (in addition to the above):**

- May drive heavy trucks to transport equipment to work sites with the proper license.
- Operate front-end loaders, rollers, backhoes, graders, bulldozers, scrapers, mechanical brush cutters and chippers, and snow blowers and other snow removal equipment in the construction, repair and maintenance of public work infrastructure.
- May provide construction inspection support on public works projects.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform minor routine maintenance and field adjustments on equipment, such as checking oil and fluid levels, checking tire pressure, and checking belts.
- May instruct and direct the work of others on a project or day-to-day basis.

## **FUNCTION SPECIFIC DUTIES (in addition to above):**

### **Signage/Striping/Bridges:**

- Install, maintain and repair traffic control devices such as road markings and signs.
- Install and repair guard rails, reflectors, raised pavement markers, roadside delineators, fences, and security barriers; perform basic welding and braising as required for installation and repair.
- Inspect, maintain and repair bridge decking, railing, approaches, culverts and load bearing structures, as well as painting, building forms, pouring and finishing concrete, pre-working and locating bridge members, operating air compressors and drills, and dismantling bridges and related structures.
- Fabricate signs in accordance with standards and requirements.

### **Vegetation/Drainage:**

- Ensure that roads, bridges, drainage systems and related County facilities will drain properly and are in a hazard-free condition; report the need for maintenance, and perform maintenance as needed.
- Monitor detention basins and pump stations for proper functioning; maintain basins free of vegetation; perform maintenance work as necessary; notify office of non-routine operating conditions.
- Clear right of ways and other areas bordering County roadways and bridges; prune trees and shrubs to maintain roadway visibility and ensure associated signs are unobstructed; clear debris and trash from roads, ditches and culverts.
- Apply pesticides and repellants along roadsides and in animal burrows to eliminate unwanted roadside vegetation and rodents.

### **Parks/Special Projects:**

- Construction of infrastructure such as storm drains, drain inlets, concrete work, bridge re-decking, park improvements and restroom maintenance.
- Tree removal as necessary.
- Maintain County parks, including mowing, pruning, irrigation and irrigation system repairs.

### **Roads (Hills) or Roads (Valley):**

- Operate a variety of motorized equipment in the grading of new roads, crack sealing, sand/chip sealing, base failure repair and the patching and resurfacing of existing roadways.
- Construct, maintain and repair roadways; clear road surface areas, spread surfacing materials, chip seal roadways and assist with major repair projects.
- Prepare various oil, dirt, sand, and gravel mixes for road work; spread surfacing materials and finish road surface and shoulders including backfilling of trenches.
- Operate snow/ice removal and sanding equipment to clear County roads on a seasonal basis.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

#### **Public Works Maintenance Worker I:**

- Methods, practices and materials for public works and road construction, maintenance and repair.
- Operation and maintenance of hand tools and routine power equipment used for public works maintenance and construction.
- Applicable laws, codes, rules and regulations.
- Knowledge of basic vehicle and equipment maintenance procedures.
- Basic maintenance of tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Geography and road names of Yuba County.

#### **Public Works Maintenance Worker II (in addition to the above):**

- Basic maintenance of fleet and equipment.
- Operation of various trucks and light and heavy construction equipment.
- Techniques of concrete construction, pouring and finishing.
- Laws and regulations regarding road striping, traffic sign installation and temporary traffic control.
- Methods, materials and equipment used in the construction and maintenance of roads, culverts, bridges, traffic control signs and related construction and repair work.
- CalOSHA, Vehicle Code, Streets and Highway Code and other laws, codes and regulations regarding road striping, marking, traffic sign installation and pesticide application.
- Safe work methods and safety regulations related to the work including handling hazardous materials.

**Skill in:**

**Public Works Maintenance Worker I:**

- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.
- Safely using and maintaining hand and power tools related to the work.
- Making accurate arithmetic calculations.
- Performing heavy physical labor on a regular basis.
- Performing road, bridge and related maintenance work, individually or as a member of a crew, in various areas, depending upon the functional area to which assigned.
- Preparing basic records and reports of work performed.
- Working without close supervision in standard work situations.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.

**Public Works Maintenance Worker II (in addition to the above):**

- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing machines or systems using the necessary tools.
- Operating a wide variety of light and heavy construction equipment.
- Reading and interpreting manuals, diagrams, and codes and ordinances related to the work.
- Directing the work of a crew on a project basis.
- Observing all safety requirements and regulations.
- Using initiative and independent judgment within established procedural guidelines.

**Ability to:**

**Public Works Maintenance Worker I:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Maintain composure in difficult situations.

**Public Works Maintenance Worker II (in addition to the above):**

- Inspect materials and workmanship for safety hazards or construction problems.
- Quickly, accurately and repeatedly adjust the controls of a machine or vehicle to exact positions.
- Time movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or individual.
- Read, interpret and follow engineering plans and specifications.
- Estimate quantities on a construction project.
- Operate a variety of medium and heavy public works maintenance equipment with a high degree of skill and precision to complete projects to exact engineering plans and specifications.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read printed materials and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person, over a radio and on the telephone.
- Strength and independent body mobility sufficient to stand, sit, walk, stoop and bend to work in a typical field or shop maintenance setting, and a standard office environment.
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard, to write and to operate hand and power tools.
- Stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces.
- Strength to lift and maneuver materials and equipment weighing up to 90 pounds, using proper equipment.
- Ability to wear Hazardous Materials Masks and other protective equipment in the manner intended.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Typical field or shop maintenance setting, as well as typical office setting.
- Work with exposure to potentially hazardous paints, chemicals, solvents and sealants.
- Work with exposure to inclement weather, temperature extremes, equipment noise, heavy traffic and exhaust fumes, or other potentially dangerous conditions.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess and maintain a valid California Class C driver’s license.
- Public Works Maintenance Worker II requires a minimum of a valid California Class B license with tanker endorsement.

**Special Requirements:**

- Work extended shifts or be called back in emergency situations.
- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must comply with U.S. Department of Transportation regulations as a “Safety Sensitive” or “Safety Supportive” classification depending on license, including pre-employment, random, reasonable suspicion and post accident drug and alcohol testing as a condition of employment.

**Education and Experience:**

**PUBLIC WORKS MAINTENANCE WORKER I:**

**MINIMUM:** Graduation from high school and one year of experience in public works, road or related maintenance work.

**PREFERRED:** In addition to the minimum, a valid California Class A or B driver’s license with a tanker endorsement and one additional year of experience in public works, road or related maintenance work, preferably in a public agency setting.

**PUBLIC WORKS MAINTENANCE WORKER II:**

**MINIMUM:** Graduation from high school, a valid California Class A or B driver’s license with a tanker endorsement, and two years of public works, road or related maintenance experience with at least one year equivalent to the County’s class of Public Works Maintenance Worker I.

**PREFERRED:** In addition to the minimum; a valid California Class A driver’s license with a TN or X endorsement (tanker with hazardous materials placard); three years of experience in public works, road or related maintenance work which has included the operation of heavy construction equipment and some experience directing the work of others.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Public Works Approval:

Date:

Signature: \_\_\_\_\_

EEOC: 9422

WC: I - H

II - G

Human Resources Approval:

Date:

Signature: \_\_\_\_\_