

City of South San Francisco  
Human Resources Department

**Public Works Maintenance Worker**  
Class Description

**Definition**

Under close to general supervision, performs unskilled and semi-skilled tasks in the maintenance and construction of streets, sewers, storm drains, related public works installations; may provide limited direction to less experienced employees or to temporary and seasonal workers; and does related work as required.

**Distinguishing Characteristics**

This is the experienced, entry-level classification in the series that assists the higher-level classification or personally performs the duties, and it is distinguished from the next higher class in that the latter is the full journey level that normally possesses experience and skills in all primary maintenance functions.

**Typical and Important Duties**

1. Prepares streets for patching and resurfacing; applies oil, asphalt, concrete, gravel, and other materials, which includes hand sweeping of street surfaces, loading and unloading materials, and raking and shoveling of asphalt.
2. Assists in a variety of maintenance and construction projects, such as retaining walls, guard rails, curbs, gutters, and catch basins, which includes removing obstructions, such as tree roots; breaking up and removing concrete; constructing forms; and mixing, pouring, and finishing of concrete.
3. Cleans, maintains, repairs, and installs sewer lines.
4. Operates flushing and rodding equipment under direction.
5. Paints and stripes streets, including painting of curb and pavement messages, marking streets for line painting, and cleaning and maintaining equipment, such as stencils, hoses, and spray guns.
6. Assists in the fabricating and installing signs.
7. May assist in the replacement of street and traffic lights.
8. Sets up traffic cones and directs traffic as required.
9. May work independently in such areas as street cleaning and debris collection.
10. Assists in the general cleaning and maintenance of the Corporation Yard.
11. Uses a variety of hand and power tools in connection with the above duties; operates light, motorized equipment, such as pick-ups, flatbeds, and dump trucks.
12. May operate larger equipment, such as front-end loaders and rollers for training purposes or in emergencies.
13. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Basic techniques, tools, equipment, and materials used in public works maintenance, construction, and repair work.
- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with the public, City staff, and representatives of contractors in an effective manner.

#### *Ability to:*

- Effectively and safely perform a wide variety of semi-skilled and unskilled tasks in the maintenance, construction, and repair of City public works installations.
- Follow written and verbal instructions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Work effectively with other staff and with the public.
- Operate trucks and other light power-driven equipment.
- Perform heavy physical and manual labor.
- Acquire a general knowledge of division policies and procedures as related to public works operations.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Maintain confidentiality regarding sensitive information.

#### *Skill in:*

- Driving a variety of vehicles safely.

### **Experience and Training**

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

*Experience:* One year of experience in general construction and maintenance work.

*Training:* Equivalent to graduation from high school.

### Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of or ability to obtain at appointment an appropriate, valid California commercial driver's license with proper endorsements and a satisfactory driving record.
- Possession of, or the ability to obtain as appropriate, confined space certification.

### Special Requirements

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved:	April 1994
Revised Date:	April 1995; December 2001, June 2003, January 2004
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95; 2001, 2003
DOT:	Yes
Physical:	Class 2
Status:	Classified/Non-exempt
EEOC Category:	EF2/EJ8
Job Code:	A275

### ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MWE
5. SDE
6. SDE
7. OAE
8. OAE
9. OAE
10. SDE
11. MME
12. SDE

