

# CITY OF SIMI VALLEY

## MAINTENANCE WORKER I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under immediate supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), maintains City landscape, streets, curbs, sidewalks and flood control systems; and operates and maintains a wide variety of maintenance tools and equipment.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels. Incumbents may be required to respond to emergency call-outs.

### **DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I – This is the entry-level class in the Maintenance Worker series. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Advancement to the “II” level is based on meeting minimum qualifications and satisfactory job performance.

Maintenance Worker II - This is the journey-level class in the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including operation and maintenance of various public works tools and heavy equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Operate construction, maintenance and landscape equipment including power and hand tools; perform preventive maintenance and light repairs on equipment.
2. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
3. Utilize proper safety precautions related to all work performed.
4. Respond to emergencies as needed.
5. Attend safety and training sessions and seminars.
6. May assist in performing other maintenance work as assigned.
7. Recognize hazardous situations and/or materials; isolate area and deny entry to hazardous areas; notify appropriate Hazmat and law enforcement agencies for handling.
8. Fill out and complete work orders; maintain daily log of completed work.
9. Respond to inquiries and questions from the public.
10. As assigned, set up work assignments for community service workers.
11. Perform related duties as required.

**When assigned to Streets:**

12. Maintain traffic control systems; paint and stripe City streets, curbs, crosswalks and guardrails; install permanent markers and reflectors along streets and highways.
13. Prepare, install, repair and replace City signs and posts; install and maintain street banners as necessary.
14. Maintain inventory of traffic materials including signs, paint and sand.
15. Mix, rake and spread asphalt; seal cracks and patch streets; participate in street overlays.
16. Install speed bumps on City streets.
17. Grind street lane lines; install new lane lines.
18. Respond to emergency calls to remove traffic accident debris from City streets.
19. Operate street maintenance equipment including backhoe, concrete saw, soil compactor and dump truck.
20. Construct forms; pour and finish concrete on curbs, gutters, sidewalks, and waterways; perform concrete repairs, patch work, brick, block walls, and associated masonry work.
21. Clean and remove trash from streets and parking lots.
22. Clean and maintain storm drains, pipes, catch basins and storm channels.
23. As needed, install new storm drains and cross gutters.
24. Perform walk-through inspections of storms drains; ensure proper working order; make repairs as necessary.

**When assigned to Landscape:**

25. Maintain City parkways, roadside, medians and grounds; haul and place landscape materials; inspect areas for wetness and dryness; install and maintain irrigation systems to ensure proper operating efficiency.
26. Maintain City trees; prune trees to remove low branches that present a hazard to pedestrians and motorists; chip brush from trees and shrubs; grind stumps of removed trees.
27. As needed, perform rescues using climbing equipment or an aerial lift truck.
28. Care for young City trees; plant trees and dig tree wells; water and stake as necessary; deliver young trees to City residents for planting in public rights-of-way.
29. Remove roadside debris and weeds; clean City sidewalks and gutters.
30. Apply pesticides, herbicides and fertilizers as needed.
31. Perform root pruning as necessary.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Certain qualifications will depend on area of assignment.*

**Knowledge of:**

- Methods and techniques of general construction, maintenance and/or repair related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- Practices and procedures of traffic control.
- Methods and techniques of safe chemical use, storage and disposal.
- Principles of Dig Alert.
- Occupational hazards and standard safety practices.

**CITY OF SIMI VALLEY**  
**Maintenance Worker I/II (Continued)**

Methods and techniques of concrete finishing and repair (Streets).  
Methods and techniques of street maintenance, repair and asphalt overlay (Streets).  
Asphalt marking and sign fabrication (Streets).  
Fertilizer composition and application (Landscape).  
Tree care, pruning, maintenance and removal (Landscape).  
A variety of knots (Landscape).  
Irrigation system repair (Landscape).

**Ability to:**

Perform a variety of maintenance, construction and repair work within the assigned area of responsibility.  
Operate and maintain a variety of maintenance equipment and vehicles including pavers, rollers, dump trucks, skid steer loaders, aerial trucks, chippers, chain saws, stump grinders, forklifts, root pruners, weed whips, chipper trucks, and tractors.  
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.  
Perform heavy manual labor.  
Read and interpret basic blueprints, diagrams, and maps.  
Recognize underground utilities.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Be available to work nights, weekends, stand-by and emergency call-ins.  
Identify common tree diseases and insects (Landscape).  
Utilize a tree climbing rope and saddle (Landscape).

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

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

**Experience:**

Maintenance Worker I: Some general maintenance experience within area of assignment is desired.

Maintenance Worker II: Two years of general maintenance experience performing field maintenance work within the assigned area of responsibility.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid Class A driver license within one year (Landscape or Streets) of employment.  
Some positions may require possession of, or ability to obtain, an Electrical Hazards Awareness certificate within one year of employment.  
Possession of, or ability to obtain, CPR and First Aid certifications within the first six months.  
Additional industry-specific certifications may be required depending on area of assignment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Field and construction site environment; travel from site to site; work around traffic and heavy construction equipment; work at heights on scaffolding, ladders and aerial trucks; work in confined spaces, underground, on slippery or uneven surfaces; exposure to noise, dust, grease, smoke, fumes, gases, toxic chemicals; inclement weather conditions.

**Physical:** Sufficient physical ability to perform heavy lifting, pushing, pulling, and carrying; bending, stooping, climbing ladders, kneeling and crawling; stand or walk for prolonged periods of time; operate motorized vehicles and equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

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*Johnson & Associates*

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