

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES NO: 07-35

UTILITY MAINTENANCE WORKER

DEFINITION

Under direct supervision, performs a variety of manual, semi-skilled and skilled tasks in the construction, maintenance, repair and operation of the City's streets, sidewalks, signs, sewers, storm drains, pump stations, parks, tot lots, medians, gardens, irrigation systems or municipal buildings. Tasks often require considerable physical strength and stamina and may be performed in inclement weather and/or potentially hazardous conditions. Worker may be called back to work during emergencies. Performs related work as required.

CLASSIFICATION CHARACTERISTICS

Utility Maintenance Worker is the entry level to the following classification series: Building Maintenance Worker I/II, Collection System Maintenance Worker I/II, Groundskeeper/Gardener I/II, Street Maintenance Worker I/II, and Water Maintenance Worker I/II. Candidates from the Utility Maintenance Worker Employment List may be appointed in any one of several City departments. They will initially be under close supervision, performing the least skilled and most repetitive tasks while learning to use and apply the methods, materials, tools and equipment involved. Incumbents normally advance to Level II after at least two years of successful experience and demonstrating proficiency for the Level II work.

EXAMPLES OF DUTIES

Work assignments may be in any one of the maintenance area programs: building/facility operation and maintenance, water/wastewater system delivery and maintenance, parks, median and grounds maintenance, and streets and sewer maintenance. Sweeps rubbish and leaves from gutters; loads and unloads trucks in a variety of situations; excavates and fills trenches and ditches; does manual work in preparing surfaces for paving, mixing cement, and breaking up paved surfaces using such tools as shovel, rake, jackhammer, tampers, and tar kettle; does manual or the more routine work of laying pipe, backfilling, and installing water meters; acts as a helper to skilled craftworkers assisting in the more routine aspects of carpentry, plumbing, heating, minor electrical and mechanical repair, and painting including street painting; does manual park work not requiring prior knowledge or skill in gardening.

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MINIMUM QUALIFICATIONS

Knowledge of: The purpose, safe use and maintenance of hand tools and small power equipment. General construction and maintenance methods, materials, and terminology. Safe working techniques and requirements.

Ability to: Safely and skillfully use hand tools, operate light mechanical equipment, and perform heavy manual labor. Comprehend and follow oral and written instructions and safety warnings and information. Learn to perform more skilled tasks, such as producing manual and computer-generated reports and schedules and installation and maintenance of current job-related equipment or devices. Work independently. Maintain an appropriate public service demeanor and positive customer service interactions. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Physical capability to: Perform sustained, strenuous manual labor; climb, lift, crawl, stoop and bend to reach work; and work outdoors in temperature extremes and inclement weather

Experience: One year, full-time, paid experience in construction, maintenance or other semi-skilled, physical work.

Education: Completion of the tenth grade. Graduation from high school or the equivalent is desirable and required to advance to Level II in the flexible classification series.

License: Possession of a valid Class C California Driver's License.

R: 02/07