

CITY OF DALY CITY  
JOB SPECIFICATION

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

## **PLANT OPERATIONS MAINTENANCE WORKER I/II**

### **DEFINITION**

Under general supervision, performs cleaning, minor repairs, maintenance and modifications of mechanical equipment, process structures, pumping stations, grounds and buildings and assists Source Control and Operations personnel in the collection of samples within the Water and Wastewater Division. Performs other related duties as required.

Plant Operations Maintenance Worker I is the entry-level class and Plant Operations Maintenance Worker II is the journey-level class in the series. Incumbents in the Plant Operations Maintenance Worker I class will progressively perform most of the duties required in the series but are not expected to function at the same skill level and will usually exercise less independent direction and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern that has been explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, Plant Operations Maintenance Worker II positions that may become vacant may reasonably be filled at the Plant Operations Maintenance Worker I or Utility Maintenance Worker level for training purposes.

Positions in the Plant Operations Maintenance Worker II class are flexibly staffed and normally filled by advancement from the Plant Operations Maintenance Worker I class, or when filled from the outside, require prior specific experience in plant operations maintenance. Appointment to this class requires the employee to be performing substantially the full range of construction maintenance duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgement and initiative. Duties will normally require the ability to operate the full range of tools and mechanical equipment related to plant operations maintenance.

### **EXAMPLES OF DUTIES**

Paints pumps and structures, operates power washer and steam cleaners, various power tools including grounds keeping equipment, operates motor vehicles including dump trucks (single axle), automobiles and fork lifts. Generates special project schedules and responds to service requests submitted by Operations Staff. Maintains a record of activities and projects including input to the Muni-Base System, accurately

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estimates materials required to complete tasks; follows proper safety procedures in handling chemicals while filling, installing, repairing or modifying chemical handling systems and lines. Employee may be required to work under adverse conditions.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Use of hand and power tools, basic arithmetic necessary for materials estimation and reporting, read and write to the level required for record keeping, planning and communication; displays knowledge of City's Safety Programs and handling of chemicals per MSDS requirements; demonstrate a basic understanding of water and wastewater operating principles.

**Ability to:** Perform heavy manual labor involving lifting, carrying, climbing, kneeling and crawling; understand and follow oral and written instructions; maintain positive working relationship with fellow employees and members of the public; work in adverse conditions which may require exposure to noise, noxious odors, gases or contact with wastewater while utilizing proper safety equipment and procedures. Also, may work in adverse weather conditions which require exposure to wind, rain and cold temperatures; use CRT's, PC's and computer based data systems; work independently, plan and propose projects, keep accurate records and respond to service requests. 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 Requirements:** Moderate and sometimes, strenuous exertion required, including sustained walking, standing, bending, climbing, and lifting.

**Experience:**

- Plant Operations Maintenance Worker I, entry level: One (1) year full time, paid experience in construction, maintenance, or other semi-skilled physical work.
- Plant Operations Plant Maintenance Worker II: Two (2) years, full time paid experience performing semi-skilled and skilled manual labor in a treatment plant or general pipeline construction.

**Education:**

- Plant Operations Maintenance Worker I, entry level: Completion of the tenth grade. Graduation from high school or the equivalent is desirable and required to advance to level II in the classification series.

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- Plant Operations Maintenance Worker II: Graduation from high school or equivalent and successful completion of the *Ken Kerri Wastewater Operations* Volume I course.

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

**R: 02/07**