



## CITY OF CAMARILLO

**Public Works Maintenance Worker I**  
**Public Works Maintenance Worker II**  
**Public Works Maintenance Worker III**

**Job Code: 813/812/811**  
**FLSA: Non-Exempt**

*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**

Performs a variety of semi-skilled and skilled tasks in the construction, maintenance and servicing of City streets, sidewalks, curbs and gutters, landscapes, irrigation systems, traffic systems, signs, and related equipment; and operates and maintains a variety of heavy equipment and hand and power 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.

### **DISTINGUISHING CHARACTERISTICS**

**Public Works Maintenance Worker I** – This is the entry level class in the Public Works Maintenance Worker series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Public Works Maintenance Worker II level and exercise limited independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

**Public Works Maintenance Worker II** – This is the intermediate level in the Public Works Maintenance Worker series. Employees within this class are distinguished from the Public Works Maintenance Worker I by the demonstrated ability to perform a variety of maintenance duties, greater independence with which the incumbent is expected to work, and the increased exercise of judgment and initiative expected in the performance of duties.

**Public Works Maintenance Worker III** – This is the full journey level class in the Public Works Maintenance Worker series. Positions at this level require demonstrated ability to independently perform the full range of complex maintenance and repair duties. Positions at this level provide instruction and assistance to lower level Public Works Maintenance Workers.

### **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. Performs a variety of maintenance, repair, and construction work on various City facilities, structures, and systems including in the areas of streets, sidewalks, curbs and gutters, landscapes, irrigation systems, traffic systems, signs, and related equipment.
2. Operates a variety of construction and maintenance heavy equipment and hand tools to perform assigned tasks; maintains and performs minor repairs to assigned equipment, tools, and vehicles.
3. Conducts traffic control when working in traffic areas of the City; installs street barricades, arrow boards, and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.

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4. Transports equipment and material to work sites; loads and unloads equipment and materials.
5. Performs a variety of maintenance duties in the overlay of street surfaces; rakes and spreads asphalt; seals cracks and patches streets; performs pot hole patching and surface repairs using jack hammers to fill and compact repaired areas.
6. Performs street cuts for excavation and replacement of new asphalt; removes and replaces concrete and asphalt; constructs forms, lays cement and finishes cement on curbs, gutters and sidewalks; performs cement repairs and patch work.
7. Stripes pavement and paint street legends, cross walks, stop bars, and curbs.
8. Removes graffiti within the City by various means including painting, pressure washing, and sand blasting.
9. Prepares, installs, repairs, and replaces City sign posts and signs; cleans and maintains existing signs; trims vegetation that presents safety hazards.
10. Performs a variety of tasks in the planting, maintaining, trimming, and removal of City-owned trees; maintains, trims, prunes, and removes trees; removes broken branches and fallen trees from public streets, sidewalks, drainage ditches, and creeks; cuts limbs and foliage hanging over roads and sidewalks.
11. Performs various grounds and landscape maintenance duties; plants, waters, trims, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.
12. Applies herbicides and pesticides for weed abatement and pest control.
13. Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints.
14. Responds to emergency calls for assistance from the public or other agencies and takes appropriate corrective action; identifies and removes potential hazards in the public right of way.
15. Assists lead worker in overseeing work assignments, training and performance of daily work of less experienced maintenance workers.
16. Maintains records of basic operations, maintenance, and work performed.
17. Utilizes proper safety precautions related to all work performed.
18. Performs related duties as required.

**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.*

**Knowledge of:**

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned.

Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Proper procedures used in the maintenance and repair of hand and power tools.

Practices and procedures of traffic control.

Tree care, pruning, and removal principles and practices.

Materials, methods, terminology, and tools used in the maintenance and repair of streets, sidewalks, curbs, and related systems.

Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals.

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Basic methods and techniques of irrigation systems installation and maintenance.  
Principles and practices used in the installation and repair of traffic signs.  
City rules, codes and regulations relating to landscape and irrigation maintenance and repair.  
Traffic laws, ordinances and regulations relating to the operation of assigned equipment.  
Principles and practices of record keeping.  
Occupational hazards and standard safety practices.

**Ability to:**

Perform a variety of maintenance, construction, and repair work in the area of work assigned.  
Ensure safety around work areas in high traffic.  
Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.  
Maintain and repair a variety of tools and equipment.  
Read maps, blue prints, and diagrams.  
Respond to emergency situations.  
Resolve day-to-day questions/problems regarding materials, methods and procedures for completing assigned projects.  
Respond courteously and appropriately to inquiries and complaints.  
Ensure adherence to safe work practices and procedures.  
Work independently in the absence of supervision.  
Maintain records including time and material use records.  
Safely drive and skillfully operate power equipment and hand tools involved in public works and landscape maintenance, repair, and construction.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective professional working relationships with those contacted in the course of work.

**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:*

**Public Works Maintenance Worker I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of maintenance and repair experience including experience in the maintenance and repair of street, landscape, and irrigation maintenance.

**License or Certificate:**

Possession of a valid California driver's license and ability to obtain a California Class A driver's license with tanker endorsement within one year of employment.

**Public Works Maintenance Worker II**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of maintenance and repair experience including experience in the maintenance and repair of street, landscape, and irrigation maintenance comparable to a Public Works Maintenance Worker I with the City of Camarillo.

**License or Certificate:**

Possession of a valid California Class A driver's license with tanker endorsement.

**Public Works Maintenance Worker III**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Three years of maintenance and repair experience in the maintenance and repair of street, landscape, and irrigation maintenance including two years of experience comparable to a Public Works Maintenance Worker II with the City of Camarillo.

**License or Certificate:**

Possession of a valid California Class A driver's license with tanker endorsement.

**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:** Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

April, 2008  
Johnson & Associates

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