



TITLE: PUBLIC WORKS MAINTENANCE WORKER I/II/III **FLSA: Non-Exempt**

BOARD APPROVED: **BARGAINING UNIT: Misc.**

DEFINITION

Under varying levels of supervision, performs a variety of work in the construction, modification, maintenance, repair, and operation of County infrastructure, including roads, bridges, culverts, signs, traffic safety and control devices, and other structures; operates light and heavy construction equipment; inspects facilities and makes recommendations regarding improvements.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Public Works Maintenance Supervisor. No direct supervision is exercised, however the Public Works Maintenance Worker III may provide guidance and training to lower-level classifications. May receive supervision from the Lead Public Works Maintenance Worker in the event of an absence.

CLASS CHARACTERISTICS

This is a multi-level classification series in which incumbents may be assigned to any of the three (3) levels, depending upon experience, proficiency gained, and the complexity of assigned Public Works Maintenance Worker functions. When work knowledge has been developed, sound work habits demonstrated, and requirements have been met, an incumbent may be promoted to the next level in the series. Positions in this classification are flexibly staffed.

Public Works Maintenance Worker I: This is the entry-level class in the Public Works Maintenance Worker series. Under close supervision, incumbents perform a variety of semi-skilled, unskilled, and manual duties required to ensure that County infrastructure, systems, and facilities are maintained in a safe and effective working condition. Responsibilities may include loading and spreading stone, gravel, dirt, asphalt, and other materials and operating various types of heavy and light trucks and maintenance equipment. This class is distinguished from the Public Works Maintenance Worker II classification in that the latter is assigned the more complex duties such as constructing roads and building levees and culverts.

Public Works Maintenance Worker II: This is the journey-level class in the Public Works Maintenance Worker series. Under general supervision, incumbents perform a variety of skilled, semi-skilled and manual duties in the construction, maintenance and repair of

County roads and related structures and operate a variety of heavy and light trucks and maintenance equipment. This class is distinguished from the Public Works Maintenance Worker III in that the latter is assigned only the most complex duties relating to bridges and related structures or assignments which require the incumbent to work independently in remote locations.

Public Works Maintenance Worker III: This is the advanced-journey-level class in the Public Works Maintenance Worker series. Under general supervision, incumbents perform specialized and complex duties relating to the construction, maintenance and repair of bridges and related structures and/or are assigned to work independently to perform construction, maintenance, or repair of roads or related structures in remote locations. Incumbents may provide guidance and training to lower-level classifications. This class is distinguished from the Lead Public Works Maintenance Worker in that the latter is assigned to be the on-site lead-worker of ongoing projects.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

(Examples may not be reflective of each classification in series)

- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs construction, installation, maintenance, and repair work on County roads, bridges, culverts, signs, pavement markings, traffic safety and control devices, and other related public works duties.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of County infrastructure; ensures security of the vehicles.
- Performs various special construction, maintenance, and repair activities, including erecting, cleaning, painting, and repairing guard rails, girders, stringers, and other road structures, building fencing, cleaning and repairing ditches and levees, erecting storage sheds, utility buildings, work shops, and other structures, removing trees, snow and ice, and other debris, and cleaning up vandalism.
- Tows, loads, and transports maintenance equipment and materials to and from maintenance and construction sites.
- Performs installation, maintenance, and repair of traffic signs and safety devices, placement and application of pavement markings, cleaning debris from bridges. Set or assist with the setting of grade from stakes and perform construction survey work to calculate elevations.
- Welds and fabricates parts and materials as necessary.
- Maintains records of construction, maintenance, and repair work.
- Inspects, evaluates, and reports conditions of roads, bridges, culverts, signs, traffic safety and control devices, and other public works structures; makes corrections as necessary.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and County workers.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.

- Attends daily crew meetings; attends meetings, conferences, workshops, and training sessions to remain current on practices and new developments in assigned work areas.
- Performs related work, as required.

QUALIFICATIONS

(Required knowledge and abilities are listed generally for all positions. Actual requirements will be based upon the assigned duties of the position.)

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining roads, bridges, culverts, signs, traffic safety and control devices, and other public works structures;
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment;
- Basic traffic control procedures and traffic sign regulations;
- Safe work methods and safety practices pertaining to the work;
- Basic record keeping principles and procedures;
- Arithmetic as related to customary work duties.
- Basic computer applications related to work;
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies and procedures;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Perform construction, modification, maintenance, and repair work on roads, facilities and equipment, such as that found in the County;
- Operate specialized street maintenance, off-road, and repair equipment;
- Set up and operate traffic area construction zones, including cones, barricades, and flagging;
- Troubleshoot maintenance problems and determine materials and supplies required for repair;
- Make accurate mathematical calculations;
- Read and interpret construction drawings and specifications;
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work;
- Perform routine equipment maintenance;
- Maintain accurate logs, records, and basic written records of work performed;
- Follow department policies and procedures related to assigned duties;
- Understand and follow oral and written instructions;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- React calmly and professionally in emergency and/or stressful situations;
- Establish and maintain effective working relationships with those contacted on the job.

Education and Experience:

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

- Equivalent to the completion of the twelfth (12th) grade.

Public Works Maintenance Worker I: A minimum of one (1) year of experience in general construction and/or maintenance, preferably involving the operation of trucks and equipment common to the construction and maintenance field.

Public Works Maintenance Worker II: One (1) year of experience as a Public Works Maintenance Worker I with Tehama County or a minimum of two (2) years of experience in general construction and/or maintenance, bridge construction, maintenance and repair, traffic control and/or road maintenance and repair, including but not limited to; road construction, pavement resurfacing, installation of guardrails, curbs, gutters, sidewalks, storm drain system, snow removal, and tree removal

Public Works Maintenance Worker III: Two (2) years of experience as a Public Works Maintenance Worker II or a minimum of four (4) years of experience performing complex duties in general construction and/or maintenance, bridge construction, maintenance and repair, traffic control and/or road maintenance and repair, including but not limited to; road construction, pavement resurfacing, installation of guardrails, curbs, gutters, sidewalks, storm drain system, snow removal, and tree removal

Other combinations of education and experience may be considered.

License and Special Requirements:

Public Works Maintenance Worker I:

- Requires a valid California Class A driver's license with Air brake and Tanker Endorsement and a current Department of Transportation (DOT) Medical Certificate, or a valid California Class C driver's license and ability to obtain a valid California Class A driver's license with Air Brake and Tanker Endorsements within six (6) months of hire.
- Requires a current (within thirty days) DMV Driving Record Report.

Public Works Maintenance Worker II:

- Requires a valid California Class A driver's license with Air brake, Tanker and Double/Triple Endorsements and a current Department of Transportation (DOT) Medical Certificate, or a valid California Class C driver's license and ability to obtain a valid California Class A driver's license with Air Brake, Tanker and Double/Triple Endorsements within six (6) months of hire.
- Requires a current (within thirty days) DMV Driving Record Report.
- May be required to obtain a Hazmat endorsement.

Public Works Maintenance Worker III:

- Requires a valid California Class A driver's license with Air Brake, Tanker and Double/Triple Endorsements and a current DOT Medical Certificate.
- Requires a current (within thirty days) DMV Driving Record report.
- May be required to obtain a Hazmat endorsement.
- May be required to obtain a welding certification.

Must comply with U.S. Department of Transportation regulations as a "Safety Sensitive" classification, including pre-employment, random, reasonable suspicion and post-accident drug and alcohol testing as a condition of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 75 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, low visibility, unusual heights, road hazards, vibration, confining workspace, chemicals, dust, scents, mechanical and/or electrical hazards, and hazardous physical substances and fumes. While performing duties, employees may be exposed to livestock, wildlife, and/or carcasses. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends, and holidays and participate in after-hours emergency response and on-call and callback assignments.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(10/21/08, 06/29/21, 3/01/22)