

City of San José
CLASS SPECIFICATION

Title: Maintenance Worker II (3114)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY

Under general supervision, performs skilled tasks and provides lead direction to small crews engaged in the maintenance and repair of streets, sewers, parks, landscaping, and public facilities. Operates a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicle, trucks, and equipment relevant to work performed, ensuring compliance with safe working practices. Tracks daily activities and enters data into automated system. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the third level within the Maintenance Worker series, responsible for performing skilled maintenance work, and for planning, leading, assigning, and reviewing the work of assigned unskilled and semi-skilled staff in the maintenance and repair of streets, sewers, parks, landscaping, and public facilities. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. This class differs from Facility Repair Worker in that the latter performs semi-skilled work in the repair of buildings and equipment at City facilities. This class differs from Maintenance Worker I in that the latter class performs semi-skilled work and does not have lead responsibilities. This class differs from Senior Maintenance Worker in that the latter class supervises and provides lead direction over larger numbers of personnel and crews and has a broader work assignment.

Depending on the work group or assignment, incumbents may be required to work on Saturdays, Sundays, and holidays.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Educational Development [G.E.D.] Test or California Proficiency Certificate), AND three (3) years of experience in the maintenance, or repair of streets, sewers, parks or public facilities, or related field.

Acceptable Substitution

None

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.
- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.
- As a condition of employment, employees assigned to work at the San José International Airport will be required to successfully pass a ten (10) year Federal Aviation Authority (F.A.A.) security background investigation.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Job Expertise: Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies, and federal and state rules and regulations including:

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Computer Skills: Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills: Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Customer Service: Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Flexibility: Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

Multi-Tasking: Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving: Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Reliability: Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Ability to operate and maintain a variety of light and heavy vehicle, trucks and equipment, or related equipment requiring comparable operating skills in construction and/or maintenance work, is desirable for some designated positions.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Provides lead direction in the performance of a variety of skilled and semi-skilled repair and maintenance tasks in sewer and storm drain systems; repairing and replacing water lines; repairing and patching street surfaces; installing and repairing chain-link fences; monitoring and maintaining storm and sanitary lift stations; using variety of light and heavy vehicle, trucks and equipment; maintenance and upkeep of Airport facilities including terminal buildings, hangars, grounds, ramp areas, taxiways, parking lots, and runways.	Daily/Several Times
2.	Creates a traffic control plan for each new traffic control setup; sets up and monitors traffic control for optimum safety for motorists, pedestrians, bicyclists, and crew members; positions warning devices as appropriate during operation of variety of light and heavy vehicle, trucks and equipment.	Daily/Several Times
3.	Operates a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicle, trucks and equipment relevant to assigned work; complies with all safety regulations in the operation and maintenance of tools and equipment.	Daily/Several Times
4.	As assigned, operates a motorized street sweeper in an assigned district for each swift, including driving to assigned route, maneuvers sweeper along the street near the curb to clean streets and gutters, operates controls to activate brushes and water spray for the removal of dust and pick up of litter.	Daily/Several Times
5.	Sprays trees and weeds; aerates lawns.	Daily/Several Times
6.	Performs carpentry work including stencils for painters, construction and repair of barricades, installation of metal and wood additions, fabrication of wheel chocks, and other items.	Daily/Several Times
7.	Performs minor semi-skilled plumbing, painting, and electrical repair work.	Daily/Several Times
8.	May perform welding, cutting, drilling, and repairing of metal fixtures and equipment.	Daily/Several Times
9.	Tracks daily activities and enters data into automated system which may include reports of mileage, water, source/consumption, number/location of dumps, and other operational details.	Daily
10.	Installs and repairs sprinkler lines and irrigation systems	Weekly
11.	Makes minor adjustments to the light and heavy vehicle, trucks and equipment being operated on the route; reports damage requiring more extensive or complex adjustments or repairs; may wash and clean sweeper at end of shift.	As Required
12.	Performs leaf abatement work in season, and operates emergency radio response vehicles during inclement weather.	As Required
13.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 05/80; Rev. 11/81; Rev. 2/87; Rev. 7/89; Rev. 11/89; Rev. 1/92; Rev. 4/92; Rev. 1/98; Rev. 6/17, Rev. 5/24.*