

CITY OF ARCADIA
MAINTENANCE WORKER

DEFINITION

Under general supervision, to perform a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of City streets and alleys; to maintain and remove City-owned trees; to use and operate manual tools and light and moderately heavy power driven equipment; to perform a variety of duties involved in meter reading and the installation, maintenance, testing, repair, and replacement of water meters and auxiliary equipment; and to perform a variety of tasks relative to assigned areas of responsibility.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets and alleys; mix, pour, and finish concrete; construct and repair manholes.

Assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.

Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.

Install, repair, and clean storm drains, drainage ditches, and culverts.

Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, sidewalks, and sidewalk ramps.

Fill, patch, and resurface holes, cracks, ditches, and service laterals.

Paint parking stalls, crosswalks, curbs, and street lines.

Remove, repair, and replace street lights; install and replace street signs and traffic signs.

Place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.

Participate in the propagation, planting, care, maintenance, and removal of City-owned trees and shrubs.

Check curb boxes; rethread standpipes and caps on curb boxes; flush out curb boxes; flush and set hydrant meters on fire hydrants.

Investigate the unauthorized use of fire hydrants and un-metered water; make visual inspections for meter tampering and cross connections; investigate high water consumption.

Investigate customer complaints; provide information and assistance to customers; explain policies and procedures to customers during the course of work activities; assist customers in locating leaks.

Maintain records and prepare reports; perform a variety of clerical work.

Operate a variety of light and heavy duty construction equipment including pick up truck, dump truck, back hoe, crane truck, skip loader, heavy and light tapping machines, jack hammer, portable and bench-mounted power tools, concrete saw, pipe locating equipment, leak locating equipment, cement mixer, valve truck, and threading machines taps and dies.

Perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.

Install, renew, and disconnect water services; repair service leaks; install and repair mains, laterals, valves, and fittings; install and repair hydrants; read, replace, repair, and rebuild water meters; relocate cathodic protection stations; turn on and off main line valves, hydrants, and fire service lines; install taker meters to hydrants; exercise valves and hydrants.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.

Practices, methods, equipment, tools, and materials used in the installation, maintenance, testing, repair, and replacement of water meters and auxiliary equipment.

Operational characteristics of specialized street maintenance and repair equipment.

Occupational hazards and standard safety precautions necessary in street maintenance and repair work.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Occupational hazards and standard safety practices necessary in the area of work.

Principles and procedures of record keeping and reporting.

Principles and practices used in dealing with the public.

Basic mathematical principles.

Skill to:

Operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner including pick up truck, dump truck, back hoe, crane truck, skip loader, heavy and light tapping machines, jack hammer, portable and bench-mounted power tools, concrete saw, pipe locating equipment, leak locating equipment, cement mixer, valve truck, and threading machine taps and dies.

Perform heavy manual labor for extended periods of time in all types of weather.

Operate a motor vehicle safely.

Ability to:

Perform street maintenance and repair with accuracy, speed, and minimal supervision.

Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Perform responsible water meter installation, maintenance, and repair work with accuracy, speed, and minimal supervision.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Respond to and resolve inquiries and complaints from the general public.

Read gauges and record figures rapidly and accurately.

Perform minor repairs and adjustments to equipment and tools.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience performing responsible street or water system maintenance, repair, and construction and equipment operation work; or six months experience as a Laborer for the City of Arcadia.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

Effective Date: October, 2008