

**MAINTENANCE WORKER I  
MAINTENANCE WORKER II**

*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.*

**DEFINITION**

To perform routine duties in the maintenance, repair and construction of streets, sanitary and storm sewers and other City facilities; to operate a variety of maintenance tools, equipment and vehicles; and to perform a variety of maintenance duties relative to assigned area of responsibility.

**Maintenance Worker I** – This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Maintenance Worker II** – This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

**SUPERVISION RECEIVED AND EXERCISED**

**Maintenance Worker I**

Receives immediate supervision from the Public Works Superintendent.

**Maintenance Worker II**

Receives general supervision from the Public Works Superintendent.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Perform routine duties in the maintenance, construction and repair of City facilities including streets, public utility systems, walkways and roadways.
2. Perform sanitary sewer maintenance; uncover, repair, flush and clean sewers; install and reroute sewer systems.
3. Maintain and repair lift stations and equipment including pumps, backup generators, valves, pipes and exterior facilities.
4. Perform storm sewer maintenance; clean up and repair damage done by storms; build, repair and maintain adequate storm water systems; build temporary and permanent storm water diversions as needed.

**CITY OF BELMONT**  
**Maintenance Worker I/II (Continued)**

**Essential Functions:**

5. Break and remove surfaces; dig, shovel, haul, load and unload soil, sand, landscaping, concrete, asphalt mixes and other materials; finish concrete; repair sidewalks, curbs and gutters.
6. Operate street and sewer maintenance tools, equipment and vehicles including various hand, power and shop tools, trucks and construction equipment.
7. Respond to public inquiries regarding street and/or sewer problems; determine source of sewer stoppage problem; operate jet vacuum equipment and tools to clean lines; pump flooded areas as required.
8. Remove and replace fences, landscaping, brick, concrete and other structures on public property that are damaged in the course of completing a project.
9. Sweep and remove trash from corners, gutters, parking lots, subways and other assigned areas.
10. Perform a variety of semi-skilled painting, carpentry, plumbing or other maintenance work as required.

**Marginal Functions:**

1. Respond to emergency situations in off hours as required; maintain standby availability on a scheduled basis.
2. Maintain basic records of daily work performed.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge of:**

Basic principles and practices of street and sewer maintenance, repair and construction.  
Operational characteristics of street and sewer maintenance and construction tools, equipment and vehicles.  
Basic principles and practices of carpentry.  
Principles and procedures of record keeping.

**Ability to:**

Perform street and sewer maintenance, repair and construction.  
Operate a variety of street and sewer maintenance and construction tools, equipment and vehicles in a safe and effective manner.  
Maintain accurate records.  
Safely perform heavy physical labor.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

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

**CITY OF BELMONT**  
**Maintenance Worker I/II (Continued)**

**Experience:**

One year of maintenance or construction experience is desirable.

**Training:**

Equivalent to the completion of the twelfth grade.

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**Knowledge of:**

Principles and practices of street and sewer maintenance, repair and construction.  
Methods and techniques of a variety of street and sewer construction, maintenance and repair.  
Principles and practices of carpentry.  
Occupational hazards and standard safety practices.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Recognize safety hazards.  
Perform preventive maintenance on a variety of hand and power tools.  
Properly place cones, barricades and warning devices to direct traffic flow at job sites.  
Read plans, specifications and maps.  
Work independently in the absence of supervision.

**Experience and Training Guidelines**

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

**Experience:**

Two years of increasingly responsible experience in the construction, repair and maintenance of streets, sewers and/or related facilities.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to computer screens, noise, dust, smoke, fumes, gases; potentially hazardous chemical and traffic; inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces.

**CITY OF BELMONT**  
**Maintenance Worker I/II (Continued)**

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; climbing; repeated bending; operating motorized equipment and vehicles.