

CITY OF GLENDORA
SENIOR MAINTENANCE WORKER/WELDER

*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

Under general supervision, performs unskilled, semi-skilled and/or skilled manual labor and welding duties in the maintenance and repair of public works facilities including water systems, streets, traffic systems, sidewalks, signs, parks, graffiti removal, storm drains, tree trimming and planting, and abatement of nuisances in the public right of way; performs related duties as required.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Maintenance Worker class series. Incumbents perform the more complex and difficult maintenance work in a crew and assist leadworkers with the training and assigning of work. Incumbents may also be required to lead the work of a crew in the absence of other supervision.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Participates in the work of a water distribution crew engaged in installing, removing, and repairing large and small services; cutting, fitting, laying and repairing water mains; cleaning and flushing water mains; repairing mains, valves and hydrants; inspecting, testing, and operating valves, fittings and related water distribution equipment; keeping truck stocked with supplies and materials; repairing fire hydrants and flow testing related equipment; locating, excavating and repairing water lines and related facilities; inspecting water projects for leaks, decayed pipes, and spills; installing barricades and routing traffic in a safe manner. (a b c d e f g h i j k l n p t)
2. Participates in the work of a crew engaged in the removal of graffiti including sandblasting, chemically cleaning and painting surfaces; uses a variety of equipment and tools such as sandblaster, airless pump machine, rollers, trucks, etc. (a b c e f g h i j k l n p)
3. Participates in the work of a park maintenance crew in operating power and hand tools, edging, and weeding lawns, flower beds, and other landscaped areas; cutting and planting sod; spreading seed and fertilizer; planting or removing flowers and trees; operating, maintaining, and repairing in-ground sprinkler systems; cleaning walks, parking areas, and other areas of leaves and other debris; removing trash; operating power mowers, blowers, sweepers, edgers, hedge trimmers, clippers,

sprayers, and other equipment or vehicles; cleaning and repairing restrooms and park equipment; making minor and major tune ups, replacement of parts or repairs to equipment such as sharpening blades; performs routine maintenance and equipment safety inspection; acts as tree trimming crew by chipping limbs, stumping, pruning, and trimming trees. (a b c d e f g h i j k l m p q r s w)

4. Participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters and other concrete structures; repairing and maintaining city streets and alleys by patching with hot or cold asphalt mix; clearing storm drains and catch basins; operates a variety of equipment and uses a variety tools such as rollers, dump trucks, jack hammers, air compressors, tractors; sets up traffic control and safety zones. (a c d e f g h i j k l m n p r)
5. Participates in the work of the traffic crew engaged in installing and maintaining street signs and street markings; uses a variety of equipment and tools such as welders, paint striper, airless painter, chemical sprayer. (a c d e f g h i j k l m n o p r)
6. Participates in the work of a water production crew engaged in monitoring telemetry and station levels and making necessary adjustments to maintain adequate supply of water in water systems; taking daily readings of electric and water consumption meters at pump and well locations; monitoring and adjusting pressure regulators in water systems; performing preventative maintenance on pumps and pump motor equipment; inspecting booster and well pumps, including checking for excessive noise, heat, or leaks; checking fluid levels on pumps; changing oil and packings at preset intervals; checking chlorine residuals for proper levels; installing and removing chlorine cylinders; cleaning reservoirs; maintaining records of lubrications, calibration, and maintenance performed to equipment and machinery; maintaining and repairing pump and well buildings and facilities; collecting water samples. (a b c d e f g i j k l n p r s t u v w x)
7. Participates in the work of a facilities maintenance crew engaged in various construction and repairs including, but not limited to, framing, dry-walling, painting, plumbing and electrical; includes regular maintenance activities such as replacing HVAC filters, changing light bulbs, cleaning and moving furniture and appliances. (a b c d e f g h i j k l m n o p q r s t u v)
8. Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets or flood control facilities. (a b c d e f g h i j k l n p w)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Understand and carry out oral and written directions.
- b. Keep accurate records.

- c. Use a variety of tools and equipment.
- d. Perform heavy manual labor and physically strenuous tasks on a regular basis.
- e. Lift 90 pounds on a regular basis.
- f. Perform unskilled, semi-skilled and/or skilled task in a variety of construction, welding, and maintenance activities.
- g. Safely operate vehicles, welding equipment and stationary mechanical equipment and make minor adjustments and repairs.
- h. Respond to emergency and problem situations in an effective manner.
- i. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- j. Apply policies and procedures.
- k. Work independently.
- l. Work safely.
- m. Pour and mix concrete.
- n. Read and interpret basic maps and blueprints.
- o. Properly apply herbicides and pesticides.
- p. Meet the physical requirements established by the City.
- q. Perform welding duties..
- r. Perform light carpentry, plumbing, and masonry work.
- s. Perform a variety of building maintenance.
- t. Operate and properly repair valves, fittings and hydrants.
- u. Accurately read gauges and testing equipment.
- v. Inspect, operate, diagnose problems, and perform preventative maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- w. Collect water samples.
- x. Calculate chlorine dosages, reservoir volumes, and water production.
- y. Communicate professionally, diplomatically, and effectively with citizens.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *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:*

Graduation from high school or equivalent and a minimum of two years of experience and satisfactory job performance as a Maintenance Worker in the City of Glendora.

Knowledge and Skill Levels

Working knowledge of common tools and equipment used in construction, maintenance, and welding work, including plumbing and electrical systems; grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; grounds caretaking equipment operation and maintenance; basic safety precautions and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations; standards relating to the proper installation and maintenance of street signs and pavement markings; equipment and procedures involved in the installation, maintenance, and repair of water and sewer systems; related laws, ordinances, rules, regulations, policies, and procedures; procedures, equipment, materials, and tools used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, and other equipment; chlorinators and domestic water sampling techniques; mathematical principles related to the computation of flows and volumes in water storage and distribution systems; skill in the use of hand and power tools, operation of a variety of equipment and vehicles, including concrete saw, grinder, jackhammer, loader, dump truck, forklift, backhoe, boom truck, chipper, chainsaw, asphalt roller, welder, and cutting torch.

Special Requirements

Possession of or ability to obtain a Class B California driver's license and a satisfactory driving record.

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: Work is performed in an outdoor environment, with travel from site to site, some exposure to noise, dust, grease, smoke, fumes, gases, vehicle traffic, and inclement weather conditions, construction equipment, confined spaces, working and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain.

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 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.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006