

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Maintenance Worker (I/II)

Class Code Number: 7030/7040

Position Designation: Semi-Skilled/Skilled Labor

Division: Public Works

General Purpose of Position

The purpose of this position is to perform semi-skilled and skilled labor in the maintenance of the City=s facilities, road infrastructure, and sanitation system. The Maintenance Worker I position works under the direct or general supervision of a Maintenance Worker II and the Public Works Superintendent or designee. The Maintenance Worker II is a lead position that works under the direct or general supervision of the Public Works Superintendent or designee.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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FORMAT

Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

A. The City=s infrastructure is maintained to the City=s standards.

- Roads are repaired in a technically sound and timely manner.
- Roads are cleared of debris in a timely manner.
- Snow removal operations are performed in a technically sound and timely manner.
- Emergency snow removal situations are responded to promptly.
- City streets, curbs, etc are painted on a routine basis (as needed).
- Sign posts and road markers are installed in a timely and professional manner.
- Storm drains are inspected on a routine basis and any obstructions noted are removed in a timely manner.
- The sewer system is routinely inspected and repaired as needed in a timely manner.
- Lift stations are inspected, operated, maintained on a routine basis to ensure dependable service.
- Routine hydro maintenance is performed to maintain the proper functioning of the sanitation system.
- Routine TV inspections are conducted to maintain the proper functioning of the sanitation system.
- Wet well cleaning is performed on a routine basis.
- New lateral connections are inspected routinely.
- Sewer lines are maintained in top working condition through regular inflow and infiltration data collection, investigation, and source reduction activities.
- Support for the Finance Division=s EDU evaluations is provided through field inspections.

B. City facilities, parks, and the Village area are maintained to the City=s standards.

- Maintenance needs are identified in a timely manner.
- Minor maintenance is performed in a timely and professional manner including: carpentry, plumbing, and electrical work.
- Custodial and grounds keeping support is provided as directed.

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C. City vehicles and equipment are maintained to the City=s standards.

- City vehicles are operated in a safe manner for appropriate reasons (use).
- City vehicles are maintained appropriately to conform with the City=s standards of cleanliness and repair.
- All City equipment and tools are utilized and maintained in a proper and safe manner.

D. (Maintenance Worker II) Supervisory duties are executed in a professional manner.

- Subordinates are provided with clear direction in regards to work assignments.
- Subordinates are provided with clear and relevant feedback on their performance.
- Proper supervision is exercised over work crews to maintain safe and effective operations.
- Code enforcement activities are carried out to ensure compliance with all codes, to mitigate complaints, and to ensure that all conditions of approval are met.
- Management is provided with feedback on the field performance of Maintenance Worker and Groundskeeper/Custodian positions.

Qualifications

Education: A high school diploma or equivalent is required.

Experience: (Maintenance Worker I) Two years experience in a position performing facility maintenance duties, sewer related duties, or general road work is required.

(Maintenance Worker II) In addition to the above requirements, two years supervisory experience in the fields of sewer, road, or facility maintenance is required.

Knowledge, Skills, Abilities, and Personal Characteristics

The individual should possess a general knowledge of maintenance duties (road work, sanitation, plumbing, carpentry, and electrical work).

The individual should be able to exercise sound judgment, be able to plan, be well organized, have good verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. The employee must be physically able to bend, stoop, climb, and reach. This position requires the employee to operate hand tools, power tools, and motor vehicles.

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Special Requirements

The possession of a California Class A driver's license is preferred.

Tools

This class may require the use of any of the following tools: hand tools (hammer, screwdriver, etc), power tools (drill, skill saw, jackhammer, etc), motor vehicles, farm equipment, and heavy equipment.

Work Environment

This position requires both indoor and outdoor work. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow and high levels of noise.