

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:** MAINTENANCE WORKER IV

**REPORTS TO:** ASSISTANT DIRECTOR OF PUBLIC WORKS

**TYPE:** FBEO

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Operates power-driven heavy equipment and other vehicles in street maintenance and construction work; operates backhoe in ditching and excavating work; operates such other equipment as front-end loader, grader, street sweeper, roller and dump trucks. Works as a member of the Public Works crew in performing a variety of semi-skilled and skilled tasks in the construction, repair, installation and maintenance of streets, water/wastewater utility lines, buildings, parks and other public works facilities; and, has secured and maintains a State Water Distribution Operator 2 certificate which permits the employee to perform a variety of skilled tasks in the construction, repair, installation and maintenance of water utility lines. Maintains a Class B or higher California Drivers License to operate those types of vehicles. This classification may serve as Acting Lead Maintenance Worker in the absence of the Supervisor.

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

**Physical requirements:**

Pass an initial drug test and random Department of Transportation drug screening tests. Constant exposure to sun, walking on uneven surfaces, bending, kneeling, squatting, twisting, exposure to airborne dust and loud noises; frequent climbing of ladders of up to 30' above ground, driving, working on slippery surfaces, working with toxic substances; occasional lifting of items weighing up to 80 pounds, lifting above shoulders,; ability to work in confined and cramped spaces; repetitive hand motion; hear verbal instructions; climb in/out of ditches; turn valves, lift and carry pipes; dig ditches; small motor skills; ability to climb flights of stairs.

Lifting items of 80 pounds; walking on uneven surfaces; use of power and hand tools; constant bending; frequent climbing; hear oral instructions; speak to others clearly; work in confined spaces. Operate and maintain vehicle, kneeling, squatting, frequent climbing of ladders, lifting above shoulders and head and repetitious hand motion.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

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### **TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the program.
- Oversee a variety of storm water, collection, distribution and construction projects.
- Operate heavy equipment such as backhoe, dump truck and grader in the construction and maintenance of City streets and alleys.
- Transport heavy equipment to and from work sites.
- Grade roads and soil surfaces to proper grade and levels.
- Cut, level, and prepare roadbeds and other areas to be surfaced.
- Spread surfacing materials such as rock, gravel, and asphalt as well as finishes road surfaces and shoulders.
- Operates a backhoe to excavate, break pavement, and cut trenches and ditches.
- Operates and maintains the Vector truck.
- Performs minor field maintenance, repair and adjustments to various pieces of heavy and light equipment.
- Use various hand and power tools in performing skilled and semi-skilled maintenance and repair work on public works utilities and equipment.
- Maintain and operate the water distribution system.
- Maintain and operate the wastewater collection system.
- Install, tap, reline, disinfect, test and connect water mains and appurtenances.
- Diagnose water problems and implement repairs.
- Diagnose sewer problems and implement repairs.
- Assists in the decision process and on the job recommendation of water service functions.
- Maintain the sewer collection system and install manholes.
- Install, tap, and connect new sewer mains and laterals.
- Work in and around raw sewage/wastewater.
- Work around underground utilities.
- Maintain Utility Maps and update after construction is complete Read water meters
- Remove and replace road surfacing material such as cold and hot asphalt using hand tools and power equipment.
- Excavate and expose wastewater lines and mains; clears blockages in line.
- Restore or replace broken sewer lines.
- Locate and repair leaks in mains and water service lines and replaces broken lines with proper sized pipe.

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- Measure, layout, and paint crosswalks, curbs, stop and center lines; operates paint-striping machine.
- Make repairs to and maintain City facilities.
- Install, remove, replace, and repair water meters.
- clean clogged storm drain basins.
- Maintain parks and park facilities, performing necessary landscaping and groundskeeping work.
- Clean and maintain equipment used in the course of work.
- Accurately complete work orders and track part usage.
- Follow all City policies.
- Perform other related duties as required.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Backhoe, vibratory roller, landscape loader, compactor, hammer, wrench, small hand tools. Shovel, rake, jackhammer, vibratory compactor, vibratory plate, trucks, power tools, chain saw, sander, weed eater, paint machine, high pressure sewer truck, dump truck, hammer, wrench, pry-bar, pipe cutter, chain cutter, tapping machine, street sweeper, welder and torch. Leak detector, electronic pipe locator, root cutter, video pipe inspection camera, portable sewer rodder, asphalt roller, tractor loader, cement chain saw, sewer rodder vacuum truck, man lift use up to 44 feet high. Pavement oils, asphalt, petroleum products not limited to gasoline, diesel and motor oils, liquid propane, cement products, earth material (including dusts from them), latex paint, water, brass parts, cast iron parts, aluminum parts, galvanized parts, PVC pipe products, ABS pipe products, glues and primers, old lead pipe joints, non-friable asbestos cement pipe, epoxy glues, and various cleaners and disinfectants.

### **CERTIFICATION AND LICENSE REQUIREMENTS:**

- State Water Distribution Operator 2 Certificate
- Class B or higher California driver's license
- Traffic Control and Flagging Certificate
- Competent Person Excavation Certificate
- Competent Person Fall Protection Certificate
- Confined Space Certified

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Extensive knowledge of City's water distribution system and wastewater collection system.
- Methods, procedures, tools, techniques, equipment and supplies used in street, water and sewer underground construction and maintenance work.
- Operation, adjustment, and minor field repair and maintenance of heavy equipment and other power driven vehicles used in construction and street maintenance.

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- Safe work methods and practices used in operating heavy equipment and power driven vehicles especially around underground utilities.
- Methods, procedures, tool, techniques, equipment and supplies used in street road construction, water and sewer underground construction and maintenance work, facilities and equipment maintenance and repair, and buildings and ground maintenance.
- Basic electricity up to 240 volt systems.
- Basic hydraulics and pneumatics.
- Basic or greater shop math.
- Welding and cutting.
- Minor fabrication and basic carpentry.
- Underground plumbing materials and procedures.
- Knowledge of reading blueprints and use of transit and level.
- Probing, trenching and exposing underground utilities.
- Use of trench shoring and all required compliance.
- Basic plumbing.
- Principle and practice of handling hazardous materials.
- Sub grade soil compaction practices.
- Safe work practices.
- Safe driving practices.

### **Ability to:**

- Safely and effectively operate various pieces of heavy construction and street maintenance equipment especially around underground utilities.
- Perform minor field repair, maintenance and adjustments on various types of power driven equipment.
- Perform semi-skilled and skilled maintenance tasks in the construction, maintenance and repair of public works.
- Operate trucks and moderately heavy power-driven equipment when assigned.
- Use the hand and power tools and equipment required in general building, grounds, and utilities maintenance work.
- Perform heavy manual labor for extended periods under sometimes unfavorable conditions.
- To work in underground excavations with shoring.
- Read and interpret construction plans and drawings.
- Operate trucks and moderately heavy power-driven equipment when assigned.
- Read and write at the level required for successful job performance.
- Understand and carry out oral and written directions.

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- Work cooperatively with other employees and the public.
- Demonstrates strong two-way communications skills, including the ability to listen, explain and facilitate.

**REQUIRED EDUCATION/EXPERIENCE:**

- High School diploma or GED; and
- five-years' experience in construction, installation and maintenance of infrastructure, or water/sewer collection systems.

**DESIRABLE EXPERIENCE/EDUCATION:**

College degree in a related field

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require such accommodation, due to a qualifying disability.*

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