



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

MAINTENANCE WORKER TRAINEE (WATER/WASTEWATER)

Class Description

DEPARTMENT/DIVISION Water/Wastewater

DEFINITION

Under general supervision of the Water/Wastewater Manager, performs a variety of semi-skilled work in the construction, modification, maintenance, repair and operation of District infrastructure, including structures, parks, and other District facilities; performs related work as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision by a manager or higher-level supervisor. No direct supervision of staff is exercised. The higher-level class may exercise technical and functional lead supervision over the lower-level class.

CLASS CHARACTERISTICS

This is the entry level position in the Maintenance Worker job class. This is an experienced class, capable of performing a wide variety of work to ensure that the public facilities, grounds and infrastructure of the District are maintained in a safe and effective working condition. Responsibilities may include performing work in all operational and maintenance areas, depending upon the immediate needs of the District. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from the Maintenance Worker I and Maintenance Worker II in that the Maintenance Worker I possesses two plus years experience and the Maintenance Worker II possesses five plus years experience and has lead responsibility for assigning and directing the work of staff and individually performs the more skilled maintenance work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs repairs, maintains District facilities and assets, including buildings, grounds, and equipment.
- Assists with the installation, repair, and testing of water meters.
- Assists with the repair of meter services such as meter connections, angle stops, and service stops.
- May be required to clean weeds, bushes and trim trees in the immediate vicinity of meter services.
- May be required to meet with customers regarding low pressure, high pressure, and water quality issues.
- Performs leak tests.
- May be required to shut off service, and/or remove or replace meters, as directed.
- Distributes customer notices, as directed.
- As qualified and assigned, operates and performs basic servicing, preventive maintenance and inspections to equipment such as power and hand tools, trucks, backhoes, loaders and related construction equipment.
- Inspects assigned areas; corrects or reports safety hazards; picks up trash and litter.
- Performs routine maintenance and facility repair activities.
- Under direction, may assist in determining the location of underground utilities, and marks them accordingly.

- Inspects assigned areas; corrects or reports safety hazards; and removes illegal signs.
- Operates and maintains a variety of hand and power tools and equipment, including small tractors, weed eaters, chainsaws, rakes, shovels, brooms and other tools.
- Performs basic maintenance to District facilities; paints the inside and outside of District buildings; removes graffiti and repairs vandalism.
- Moves and arranges furniture and equipment as assigned, including set-up and take down of furniture and facilities for special events and meetings.
- Maintains cleanliness of assigned work areas, vehicles and facilities.
- Attends training and safety meetings as necessary.
- Performs or assists in the inspection of the work of contractors or vendors performing maintenance, reports to management.
- Observes safe work methods and uses safety equipment; secures worksites from traffic hazards as necessary.
- Responds to questions and complaints from the public; carries out assignments in a nondisruptive manner in areas receiving heavy public use.
- Responds to emergency situations during off-hours, as required; maintains employee standby availability on as needed basis.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition; performs assigned custodial work.
- Maintains basic logs and records of work performed and materials and equipment used.
- Assists Supervising Staff with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing of facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals (once trained in that handling).
- Basic painting, plumbing and carpentry methods, tools and techniques.
- Applicable codes and regulations.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices used in dealing with the public.
- Basic Principles and procedures of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- General principles of risk management related to the functions of the assigned area.
- Basic arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff, in person and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

Skill in:

- Performing semi-skilled construction, modification, maintenance and repair work on buildings and other District facilities and equipment.
- Setting up and operating a traffic area zone, including cones, barricades and flagging.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Following District and department policies and procedures related to assigned duties.
- Preparing and maintaining accurate logs, records, and basic written reports of work performed.

- Giving, as well as understanding and following oral and written instructions.
- Making basic accurate arithmetic calculations.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Organizing own work, setting priorities, and meeting critical time deadlines.
- Working independently in the absence of supervisor.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.
- Providing exceptional customer service to other District staff and the public.
- Effectively representing the District in meetings with the public.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Training other staff and volunteers in work procedures.
- Operating a motor vehicle safely.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and one (1) years of semi-skilled construction, maintenance or repair experience in parks, landscaped areas, general construction or facilities maintenance, depending upon the area to which assigned.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various District and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a field classification with frequent standing in work areas and walking between work areas as required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry animals that typically weigh up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, dust, fumes, waste products, mechanical and/or electrical hazards. Incumbents are required to work on all types of floor surfaces, in a variety of facilities, in varying temperatures. Incumbents may be exposed to blood and body fluids while cleaning and are required to wear appropriate attire for the area to which they are assigned.

Employees work primarily in the field and are regularly exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Employees primarily work outside in variable weather conditions and under exposure to potentially infectious diseases and hazardous physical substances.

WORKING CONDITIONS

May be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions and chemicals. Will be required to work on evenings, weekends and holidays on a rotational basis on an on-call or call-back basis, as needed.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.