



## **STREET, SEWER AND DOWNTOWN MAINTENANCE WORKER II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under supervision performs maintenance, repair, service and cleaning on streets, parking lots and other public property in the Burlingame downtown areas, storm water structures, sewer lines, manholes, catch basins, creeks, channels, pump stations, sewer laterals, sidewalks, curbs and operates motorized equipment necessary to perform these duties.

### **DISTINGUISHING CHARACTERISTICS:**

Street, Sewer & Downtown Maintenance Worker II is the journey level class in the Public Works Maintenance Worker series. It is distinguished from the Maintenance Worker I class by performing duties requiring greater skill and experience. All positions assigned to the class require the ability to work independently, exercising judgment and initiative, and operate the full range of assigned equipment in a safe, efficient, and proper manner. Positions in this class are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, require at least one year of prior experience equivalent to that of a Maintenance Worker I in the City of Burlingame. Incumbents are expected to perform the duties listed below and participate in the training and supervision of Maintenance Worker I's as assigned.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Public Works Maintenance Leadworker and Supervisor positions.

May provide direction for seasonal or temporary workers.

### **ESSENTIAL DUTIES:**

- Excavates by hand or with backhoe, repairs or installs sewer and storm lines, works in trenches, manholes, creeks, etc.
- Picks up leaves, sweeps, rakes asphalt, shovels, and moves materials by hand or equipment.
- Operates heavy equipment such as a backhoe, bobcat, front-end loader, dump truck, Champion Rodder and combination Jet/Vacuum sewer cleaning truck.
- Cleans catch basins, creeks, channels, sewer lines, wet wells, storm lines, and manholes.
- Operates heavy tools such as a compactor, jackhammer, cut-off saw, electric snake, vibratory plate, weed eater, punjar, clay spade, roto hammer, asphalt/concrete saw, and other powered and hand tools.
- Pours concrete and installs forms for sidewalks, curbs, gutters and pole installations.
- Operates hand rods and clears sewer stoppages.
- Paints street legends, repairs and installs street signs and poles, parking stall wheel bumpers.
- Cleans roadways and removes street sweeper piles.
- Performs safe traffic control setups and takedowns.

- Under direction, pulls pumps and performs minor repairs (i.e. rag pulling or cleaning).
- Locates sewer laterals by sound and through U.S.A.
- Removes and replaces manhole covers.
- Unblocks stoppages in sewer and storm lines.
- Performs confined space entries according to OSHA regulations.
- Performs night call and weekend duty on a scheduled rotation basis.
- Performs other duties as assigned which could include operating, maintaining, and servicing a City street sweeper that cleans streets, gutters, and parking lots.

**When Assigned to Downtown Business District:**

- Repairs and installs trash receptacles.
- Pressure washes sidewalks, curbs and gutters and parking lots to remove gum, dirt, and other stains using environmentally friendly methods and procedures.
- Picks up leaves, sweeps parking lots, shovels and moves materials by hand or equipment and may coordinate these activities with the street sweepers.
- Operates small equipment such as a mini-sweeper, dump truck and utility truck.
- Operates a variety of tools such as a gas blower, cut-off saw, weed eater, Punjar, clay spade, roto hammer, steam powerwasher, and other powered and hand tools.
- Paints, repairs and installs trash receptacles, poles, and parking stall wheel stops.
- Cleans roadways and removes leaf piles.
- Performs safe traffic control setups and removals.
- Performs other duties as assigned including operating and maintaining a City street sweeper that cleans streets, gutters and parking lots.
- Takes initiative to correct defects and keep areas tidy and clean with minimal direction.
- Resolves customer complaints in a friendly and efficient manner that results in “Quality Community Service” and performs job tasks with minimal impact to the activities of the businesses.
- Establishes and maintains good working relationship with the merchants and citizens that will enhance the city’s reputation and foster trust.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of**

- Uses and purposes of designated hand tools employed in basic laboring work.
- Safety precautions and practices.
- Confined space entry procedures, safe work practices including trench shoring.
- Basic math and sufficient English to follow instructions, write work reports, and fill out work sheets.

**Ability to:**

- Learn safety practices necessary in working on public thoroughfares
- Learn geography of the city.
- Learn to perform semi-skilled and skilled duties in the assigned division.
- Operate pickup trucks, dump trucks, crane trucks, loader, Jet/Vacuum trucks.
- Use portable and truck radios according to FCC guidelines.
- Work with picks, shovels, axes, saws and pry bars.
- Take and interpret tape measurements.

- Journey-level ability to use pipe cutter, crescent wrench, screwdrivers, and a wide variety of hand tools.
- Operate smaller power tools, such as, drills, cut off saws, electric snakes, pumps, and chain saws.
- Lift heavy storm drain grates, manhole covers and jackhammers up to 90 pounds.
- Safely and efficiently operate a front-end loader, backhoe, bobcat, clay spade and air tools.
- Maneuver jet hose, operate valves and diagnose sewer and storm problems.

**When Assigned to Downtown Business District, Ability to:**

- Ability to drive and maneuver a mini-sweeper on sidewalks, streets and around cars.
- Must be able to break from routine assignments and respond to complaint calls with diplomacy, tact, efficiency and skill, and be able to complete assigned scheduled work.
- Ability to schedule the rotation of garbage can liner cleaning, pressure washing of sidewalk, and parking lot cleaning so that all are properly cleaned and maintained to a level that minimizes complaints and ensures customer satisfaction.

**Skills:**

- Safely and efficiently use air tools, hydraulic tools, jackhammers, power and automotive equipment in a training capacity.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and Experience:** Sufficient training and experience to perform the above-mentioned duties which are typically obtained through at least one year's experience as a Maintenance Worker I with the City of Burlingame. High school diploma or equivalent and knowledge of computers are desirable. Possession of a CWEA Grade I certification.

**License:** Possession of a valid Class C driver's license. Must possess a California Class "B" Driver's License issued by DMV. If assigned to the downtown area, a Class "B" Driver's License is not required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

- Ability to perform heavy manual labor including lifting and carrying heavy objects for short distances weighing up to 90-pounds including manhole covers
- Perform the pulling, pushing, twisting and bending needed for rodding sewer; work outdoors in adverse weather; perform pick and shovel work in digging, widening and backfilling; assist in the cleaning of sewers which includes working in raw sewage.
- Ability to stand and walk for considerable periods of time; twist the upper body; perform moderate amounts of crouching, stooping, and squatting.
- Ability to climb into and out of trucks and to climb into confined spaces
- Ability to work weekends and evenings as necessary, work outdoors during extreme weather conditions
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Sufficient vision, hearing, and stamina to perform the above job duties, and ability to use proper safety and hearing equipment when using noisy and dangerous equipment.
- Incumbent in the Street, Sewer & Downtown Maintenance Worker II position is required to work a morning swing shift and will not be eligible to participate in the standby duty program for on-call duties on week nights and weekends unless otherwise approved by the Department Director.

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STREET, SEWER AND DOWNTOWN MAINTENANCE WORKER II  
AFSCME 829 MAINTENANCE UNIT  
NON-EXEMPT  
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