

RESOLUTION NO. 2021- 59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA ADOPTING A JOB DESCRIPTION FOR THE POSITIONS OF MAINTENANCE WORKER I AND MAINTENANCE WORKER II

WHEREAS, in 2006, the City updated its Maintenance Worker I (MWI) and Maintenance Worker II (MWII) job descriptions and on March 17, 2020, the job description was updated, presented to the Council, but not considered; and

WHEREAS, the need to update the MW's job description is long overdue, does not accurately reflect the actual duties being performed, and is not currently suited for the current job market or City's needs for flexibility from its limited staff; and

WHEREAS, the 2006 job description includes strict requirements for specific knowledge of certain City skills needs including landscaping, water systems and sewer system operations; and

WHEREAS, these specific credential requirements can limit the flexibility needed for staff to work in various capacities in and around public works as the needs demand in the City; and

WHEREAS, the City contracts for services to operate these key functions with licensed and certified operators; and

WHEREAS, attached is a new job description for MW I and MWII that updates the 2006 job description by removing these special credentials, and instead using credentials as an incentive to grow and learn; and

WHEREAS, the basic MW job description offered in this report will attract more talent with a wider variety of skills, and remove the pressure on current employees to be accredited when they have no interest, limited time, and ability to do so; and

WHEREAS, the City Council agrees that these duties more closely match the needs and flexibility of its Public Works staff.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA NOW HEREBY FINDS:

1. That the recitals in this Resolution and accompanying staff report are true and correct and are hereby made a part of this Resolution.
2. It agrees that adding the Maintenance Worker I and Maintenance Worker II Job Description updates more accurately reflect the work being done, and are more flexible and able to attract more candidates to fill these positions should vacancies occur.
3. Adopts the Maintenance Worker I and Maintenance Worker II Job Description attached to this Resolution.

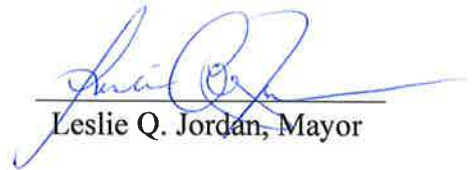
PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting held on the 19th day of October 2021, by the following vote:

AYES: Jordan, Flores, Freeman, Freels

NOES: None

ABSENT: Edge

ABSTAIN: None



Leslie Q. Jordan, Mayor

ATTEST:



Trish Paetz, Deputy City Clerk

Attachment

**City of San Juan Bautista
Position Description**

Public Works Maintenance Worker I/II

Full Time, 40 Hr. Week

Permanent Employee

Non-Exempt Classification – Overtime Provided per Municipal Personnel Policies

General Description of Function & Purpose:

Under general supervision of the Public Works Supervisor, performs a variety of semi-skilled work in the construction, modification, maintenance, repair and operation of City assets that include but are not limited to its public infrastructure, (streets, street lights, sidewalks, water, waste water, and storm water systems), property management, buildings, parks, and landscaping, and performs other related duties as required.

Class Characteristics:

Public Works Maintenance Worker I (“MWI”) is the Maintenance class entry-level position. Under close supervision, incumbents with basic maintenance experience the “MWI” will learn about City infrastructure and facilities, and learn the skills and the use of tools and equipment needed to construct, inspect, maintain and repair them. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternatively-staffed with Public Works Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City.

Public Works Maintenance Worker II (“MWII”) is the experienced-level class, capable of performing a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. “MWII” responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. It may include the use of heavy equipment including but not limited to a dump truck, back-hoe and street sweeper. While incumbents may have developed 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

All Sections:

Inspect, assess the and evaluate the conditions of City Public Works Assets and infrastructure systems following the Standard Operating Procedures for each system (water wells, sewer lift stations, fleet, building maintenance, etc). Repair and maintain systems as directed. Complete work orders submitted from the community and other city staff. Operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned. MWII will oversee the work of full-time, part-time, volunteers and others (such as social Service and Department of

Correction programs and individuals) as assigned. MW II may act as Public Works Supervisor in his/her absence as assigned. Prepare and keep accurate records and reports. Investigate/inspect service requests and complaints. Provide training to MWI's, Maintenance Aides, and others (including Social Service and Department of Correction individuals) as assigned.

Specific Examples of Duties

The duties described below will be assigned as needed or determined by the PW Supervisor. Given appropriate safety training and/or technical certification, every MW position may act in any of the duties described below.

Water Collection Distribution Systems:

Implement the City's Standard Operating Procedures for maintaining the City's water distribution system that includes wells as repairs and replacement of water mains, water services, fire hydrants and water meters. Take water quality samples per State of California regulations. Read water meters. May perform backflow tests and repairs on City-owned backflow assemblies.

Sewer Systems:

Implement the City's Standard Operating Procedures established for the City's sewer collection systems, including routine flushing of lines, and regular maintenance of the sewer lift stations. Replace and maintain collection system pipes, manholes and lift station equipment. Operate industry trade equipment including pipe cameras and flushing equipment. Trouble shoot system failures including water testing, odor control and chemical additives used to control odors. Assist with the execution of the Grease Trap policies for private businesses.

Building and Grounds, Parks and Landscape:

Perform weekly public building and park safety inspections that includes the safety and equal access to all play equipment, furniture and structures. Perform landscape, irrigation, and ground maintenance around public buildings, recreation facilities, rights-of-way, and open areas. Clean and maintain park buildings and restrooms. Perform or coordinate necessary plumbing, carpentry, painting, irrigation repair, and related building and grounds maintenance and vandalism repair as assigned. May perform support services during major functions that occur in City facilities.

Streets/Trees:

Perform general maintenance and repair work involved in streets, street lights, sidewalks, trees, and storm drains. Perform work in asphalt patching, street striping, street sweeping equipment, power wash sidewalks, cement masonry, carpentry, painting, and minor plumbing and electrical. Street light repair and replacement as needed.

Buildings, Grounds, Parks and Landscape:

Best practices and methods, materials, tools and equipment used in maintenance work of assigned area. Knowledge of water conservation practices, and pesticide application is desirable. Practice safety rules and practices required by Cal OSHA in the safe performance of work. Safe and responsible operation and maintenance of assigned vehicles and equipment. Ability to

communicate with the general public, provide, and follow oral and written instructions and to prepare reports and complete necessary forms.

SKILLS:

Use hand-tools common to a variety of different maintenance trades. Operate a variety of equipment associated with maintenance work in assigned section, and be able to use applications loaded onto a city cell phone. Interpersonal and customer service skills necessary to work effectively with the public and fellow employees. Leadership skills necessary to oversee and direct the work of other employees.

ABILITY TO:

MW I

Walk or stand for long periods of time. Perform medium to heavy manual/physical labor including lifting and carrying weighted objects. Lift, pull, carry and move weighted objects. Dig, rake, shovel, saw and perform other manual tasks. Work out of doors under sometimes unfavorable weather conditions. Use hand and power tools. Understand, follow, and provide verbal and written instructions and keep accurate records. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public. Work in a safe manner.

MWII (in addition to the MW I abilities)

In addition to the MWI abilities, be able to read and interpret advanced schematic and blue print plans and maps pertaining to assigned section. Oversee and direct the work of others, including taking responsibility for the work to be performed by the crew. Express ideas effectively, orally and in writing. Training and guide subordinates in work practices and methods.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

Maintenance Worker I

1. Must have a valid California Drivers' License, and be insurable as a driver by the City.
2. Minimum twelfth grade education or a G.E.D.
4. Prior work for a public agency preferred.
5. May learn or be credentialed to drive the fork-lift and tractor.
6. Will drive trucks, mowing equipment, and pull trailers and other related accessories.
7. Must be familiar and be able to use a variety of powered and unpowered hand tools.
8. Must be able to use a smart-phone responsibly.

Maintenance Worker II

1. Three-years of experience in public works maintenance areas such as water, sewer, streets, trees, parks, landscape, or other related areas is preferred.
2. Proficiency in the use of the following list of equipment: backhoe, front end loader, dump truck, chain saw, compressor jack hammer, Tiger mower/flail, Vactor truck, aerial lift, pressure washer, forklift, chipper, bob cat, paving box, water truck, sweeper,

concrete/asphalt saw, emergency lights, oxy-acetylene cutting and welding torch, and arrow and message board.

3. Supervision of maintenance staff.
4. Work independently, and follow Standard Operating Procedures without supervision
5. Complete written incident and damage reports.

WORK ENVIRONMENT AND SPECIAL CONDITIONS OF WORK

1. When subject to assignment on paid standby duty, must reside within sixty (60) minutes normal driving time of the City Corporation Yard. Normal driving time is the most direct route, at the speed limit.
2. May be subject to scheduled 7 day paid standby duty on a rotating basis.
3. May be subject to weekend work, work on holidays, and varied shifts.
4. Subject to recall and/or emergency basis.
5. Possess at time of employment, and maintain during employment, A VALID Class C California Driving License, and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

SPECIAL CREDENTIALS/WORKING ENVIRONMENT

City Personnel Policy XX was approved by Resolution 2021-XX on October 19, 2021, and provides incentives for those with specific work-related credentials before they are hired, and while they work for the City.

1. Qualified (Pesticide) Applicators Certificate, including Category A & B – Landscape Maintenance).
2. Grade I – Grade IV Water Distribution Operator Certificate issued by the State of California.
3. CWEA Collection System Maintenance Certification Grade I- Grade IV.
4. A Backflow Prevention Assembly General Tester Certificate
5. A Connection Control Program Specialist Certificate
6. A valid California Class A or B operate two and three axel commercial vehicles