



CITY OF WESTMORLAND

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Westmorland, California 92281
Tel (760) 344-3411 • Fax (760) 344-5307

Title:

Maintenance I Worker

Department:

Public Works

Position Summary:

Under general supervision this position maintains city streets, parks, water and sewer distribution facilities and equipment and other related work as required.

Reporting Relationships:

The Position reports directly to the Public Works Director.

Examples of Responsibilities:

1. Performs routine maintenance tasks assisting in the installation and repairs of water and sewer lines. Maintains city parks and some housekeeping tasks on city facilities and equipment.
2. Cleans and cares for tools and equipment; performs debris removal from assigned work areas; sets up and maintains traffic control, and adheres to all safety regulations and practices.
3. May operate department equipment if qualified.
4. Provides needed customer service and information as appropriate and resolves maintenance service complaints; provides support to the other divisions of the water and sewer department as required.
5. Reads consumer water meters and records readings; computes water consumption and replaces defective meters.
6. Performs monthly water turn-offs and connections to city water system.
7. Installs new water and sewer service connections; lays pipe and caulks joints; cuts and fits pipe; digs pipe trench using backhoe and hand tools; responds to emergencies when off duty and performs emergency repairs.
8. Understand and follow instruction; communicate clearly and concisely, both orally and in writing.
9. May assist in the training of less experienced personnel; establish and maintain effective working relationships.
10. Performs other duties as required and necessary for the performance of this job.

Duties when assigned to Street Division: Repairs and patches roads utilizing hot and cold asphalt applications. Performs a variety of tasks related to the maintenance and repair of open storm drain channels; performs landscape maintenance activities along rights-of-way and other City properties. Assists in road and shoulder grading maintenance programs, painting of curbs, legends and street striping; assists in graffiti removal and other general maintenance activities. Maintains street signs and other traffic control devices.

Duties when assigned to Water/Wastewater Division: Assist in the construction and repair of water distribution mainlines, water service lines, valves, hydrants and related facilities, flushing mains, water meter pressure checks, replacement and repair of water meters.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this appointed classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

Qualifications Guidelines

Education / Experience / Training:

Requires High School diploma and two (2) years of maintenance related experience.

Knowledge of:

Practices, methods, equipment and materials used in the day-to-day maintenance and repair within the assigned area; occupational hazards and standard safety practices including traffic control; operational characteristics of standard heavy and light duty maintenance tools and equipment; methods and techniques of record keeping. Other related tasks as required.

Ability to:

Perform general maintenance as directed by Public Works Director, including but not limited to, sprinkler installation and repair, landscaping of City property. This includes the area around City Hall, water and sewer plants; trim trees on city property, street and building maintenance.

Special Requirements:

Valid California Class "C" Driver's License and pass Drug screening test.
Water Distribution Operator – Grade D-1 Desirable