CITY OF SANTA CRUZ
SERVICE MAINTENANCE TRAINEE
SERVICE MAINTENANCE WORKER

Reports to:	**Senior Service Maintenance Worker, Service Field Crew Leader or Field Supervisor**
Supervises:	**Non-supervisory**
Bargaining Unit:	**Service**

BASIC FUNCTION

Under supervision, to perform a variety of unskilled and semi-skilled assignments in the construction, maintenance and repair of City streets, storm drains and water systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Service Maintenance Trainee is the entry and training level of the service field operations series. Under supervision and in a training capacity, incumbents are assigned routine, unskilled maintenance tasks while learning the basic construction and maintenance trades as necessary for the specific division to which assigned. Incumbents generally work as a member of a crew, but may be given independent assignments. Upon successful completion of a one-year probationary period (including scheduled proficiency exams, verification of required licenses and performance evaluation), incumbents will be promoted to service maintenance worker.

Service Maintenance Worker is the fully trained working-level class in the service field operations series. Under supervision, incumbents perform a broad range of duties in the basic construction and maintenance trades as necessary for the specific division to which assigned. Incumbents generally work as a member of a crew, but may be given independent assignments and may, under direction, lead a small crew of trainees or temporary workers and assist with training. Incumbents may also be assigned to on-call duty on a rotating basis and are subject to call-back for after hour emergencies.

TYPICAL DUTIES *(May include, but are not limited to those duties listed below.)*

General:

- Shovels, rakes and spreads dirt, sand, gravel, asphalt and other materials.
- Clears debris, brush and weeds from ditches, culverts and other City facilities.
- Participates in digging, widening and backfilling trenches and other excavations.
- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Places traffic control flags, signs and cones to direct traffic around work sites; may direct traffic.
- May occasionally perform simple fabrication and repair of equipment, tools, parts.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.

- Operates equipment such as air compressors, pneumatic hammers, powder activated hammers, chain saws, concrete saws, pipe cutters, sprayers, compactors, forklifts and rollers.
- Performs routine maintenance and repair of hand and power tools.
- Breaks up and patches asphalt and concrete surfaces.
- Tactfully responds to questions and comments from the public.
- Responsible for the safe operation of equipment and tools used.
- May prepare and keep written or computerized records and make material and equipment requests.
- May, under direction and on an irregular basis, operate equipment such as backhoes, front-end loaders and trucks.
- Performs other duties as assigned.

In addition to the above, the following duties are also performed in specific divisions:

Streets Division:
As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned.

- Patching street potholes by loading and operating hot asphalt truck; preparing surfaces; and laying asphalt.
- Constructing and repairing sidewalks, curbs, gutters, catch basins, storm drains, manholes and retaining walls.
- Constructing and repairing barricades, barricade flashers, guard rails, fences and other structures.
- Applying asphalt overlays to street sections.

Traffic Maintenance Division:
As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned.

- Assembling, installing and repairing street signs and traffic meter posts.
- Laying out and painting new and faded pavement markings.
- Stripping and conditioning metal street signs in preparation for repainting.
- Mixing and applying paint and epoxy.

Water Production Division:

- Delivers and hooks up chlorine tanks weighing up to 230 lbs to remote pump stations.
- Operates chlorinators as necessary.
- Tests for turbidity and chlorine residual.
- Opens and closes feed stations into water main.
- Performs routine maintenance and repair on chlorinators and pump stations.
- May use a self-contained breathing apparatus during training sessions or emergencies.

WORKING CONDITIONS

Position requires sitting, standing, walking, reaching, twisting, kneeling, bending, stooping, squatting, climbing, crouching, crawling, balancing, grasping, reaching, pushing, pulling, working overhead, making repetitive hand movement, using both hands and both feet, distinguishing by touch and working with finger dexterity in the performance of daily duties. The position also requires talking, hearing, plus near and far and color vision when performing work and operating assigned equipment. The ability to lift, carry, and push tools, equipment and supplies weighing up to 100 pounds is required.

The incumbent works outdoors in all weather conditions, occasionally in temperatures above 100 degrees; the working environment has constant noise and subjects the incumbent to vibration. Work takes place on slippery uneven surfaces, around machinery with moving parts or stationery equipment, around moving objects or vehicles, and occasionally on ladders or scaffolding, and below ground. In the course of work the incumbent may risk skin and air exposure to solvents, grease, oils, diesel, synthetic diesel, fumes, dust, and silica; the work occasionally includes working with hands in water. The incumbent may be exposed to electrical energy. The nature of the work requires the incumbent to use power and noise producing tools and equipment and drive motorized vehicles daily.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Service Maintenance Trainee

Knowledge:

- The proper use and care of common hand tools.

Abilities:

- Operate power tools and equipment and perform a variety of semi-skilled tasks.
- Safely handle toxic materials.
- Follow oral and written instructions given in English.
- Work effectively as a member of a crew.
- Act in a courteous and diplomatic manner with members of the public.

OTHER REQUIREMENTS

- Willingness to wear a uniform.

- Willingness to perform call-back duty as required.
- Some positions will require that the incumbent be clean shaven at all times to wear respiratory protection equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required requirements is to possess the equivalent of the following:

- High school graduation or GED; and
- One year of manual labor experience.

LICENSES

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Except for positions in Traffic Maintenance, possession and continued maintenance of a valid California class A driver's license with air brake endorsement by the end of the probationary period.

DESIRABLE QUALIFICATIONS

- Possession of a valid California Class A driver's license with proper endorsements.
- Volunteer experience with the City of Santa Cruz agency.

Service Maintenance Worker

- As required for the Service Maintenance Trainee, plus the following:

Knowledge:

- Basic techniques, equipment and materials used in the maintenance of machinery and streets as assigned.
- Safety procedures for operating equipment and power tools.

Abilities:

- Work effectively alone and as a member of a crew.
- Learn to use basic computer software such as maintenance management system.

OTHER REQUIREMENTS

- Willingness to perform on-call duty assignment and call-back work as required.
- Willingness to wear a uniform.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain these required qualifications is to possess the equivalent of the following:

- High school graduation or GED; and
- One year of manual labor experience; and
- One year of experience performing duties comparable to those of the City's Service Maintenance Trainee classification.

LICENSES

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Except for positions in Traffic Maintenance, possession at time of hire and continued maintenance of a valid California Class A driver's license with air brake endorsement and a safe driving record
- Workzone Safety certificate issued by the International Municipal Signal Association.

DESIRABLE QUALIFICATIONS

- Volunteer experience with the City of Santa Cruz agency.

Water Production Division:

- Possession of a Water Treatment Plant Operator Grade I certificate from the California State Department of Health.

Traffic Maintenance Division

- Possession of a valid California Commercial A license with proper endorsements.

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Career Ladder

- Street Maintenance Supervisor or Traffic Maintenance Field Supervisor
- Service Field Crew Leader
- Senior Service Maintenance Worker
- *Service Maintenance Worker*