

**MONO COUNTY  
BARGAINING UNIT: MCPE**

**PUBLIC WORKS MAINTENANCE CRAFTWORKER**

**DEFINITION**

Under direction, to perform the full range of assignments in the maintenance, repair, and construction of roads, bridges, drainage systems and other public works facilities; to operate all equipment; to perform a variety of skilled and semi-skilled work in the maintenance and repair of buildings, fixtures and plant equipment; to perform grounds maintenance duties; to provide lead direction and training to other Maintenance Workers; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the lead level in the Public Works Maintenance Worker Class series and requires the Incumbent to hold and maintain a valid contractor's license issued by the State of California or possess a Journeyman level skill set in two or more construction trades. This series will be assigned primarily to either Road work or Parks & Facilities work but may be cross-trained in and assigned in the building, Road, or Solid Waste divisions as workload demands. This is considered the advanced journey level in the Road and Parks & Facilities Divisions. Incumbents perform the full range of tasks with minimal supervision. Incumbents also may provide lead direction and training to subordinate staff.

**REPORTS TO**

Parks and Facilities Superintendent.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Provides lead direction and work coordination for Park Maintenance Worker I, II, III and Limited Term Employees as well as extra help persons assigned to assist with Parks and landscaped area maintenance work.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

**PARKS & FACILITIES:** Performs the full range of duties in the maintenance and repair duties of County buildings and grounds; performs carpentry, painting, plumbing, welding, and electrical work; performs building alterations; makes repairs and adjustments on electrical, pneumatic, and electronic control devices, steam and/or hot water boilers, furnaces, pumps and kitchen and laundry appliances; maintains ventilation systems, air compressors, emergency generators, and air conditioning equipment; installs electrical fixtures; performs cleaning and care of the County buildings and facilities; maintains the assigned areas in a clean, orderly, and safe condition; moves and arranges furniture and equipment; operates hand tools and power tools; takes care of equipment and materials used in work assignments; mows and edges lawns and other grounds areas; trims trees, shrubs and hedges; waters ground areas; installs, operates and maintains a variety of irrigation equipment; performs landscaping and gardening; participates in the remodeling of County buildings; assists with the inspection of buildings and facilities for needed repairs; snow removal; constructs, assembles, and repairs furniture; may oversee and assign work

to temporary work staff; provides lead direction and training to other Facility Maintenance Worker Staff; completes and maintains accurate records and reports; maintain confidentiality.

ROAD: Performs the full range of duties in the maintenance, construction, and repair of County roads, bridges, and drainage systems; performs the full range of duties in the operation, maintenance, and repair of County disposal sites.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds unassisted and greater than 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, electrical testing equipment, computers and telephones.

### **TYPICAL WORKING CONDITIONS**

Work is performed outdoors in varying temperature, severe weather, and humidity condition; work is performed in an environment with constant noise; exposure to fumes, grease and oils; exposure to moving equipment; exposure to electrical current; exposure to controlled and hazardous substances, pesticides, herbicides, and chemicals; frequent contact with staff and the public. Incumbents are subject to working after hours, evenings, weekends, holidays, and call-outs.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Knowledge of maintenance and construction tools and equipment.
- Principles of lead direction and training.
- Landscaping, carpentry, electrical, and plumbing trades.
- Standard tools, methods, practices, and materials involved in the building trades.
- Applicable provisions of building, electrical, and plumbing codes.
- Plumbing, heating/cooling and electrical systems in County buildings.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Occupational hazards and safety precautions of the building maintenance trades.
- Operation and repair of automatic timing controls, heating, air-conditioning, boilers, and ventilating equipment.
- Safe work and driving practices.

#### Ability and willingness to:

- Perform a variety of unskilled and semi-skilled work in the maintenance, construction, and repair of County roads, bridges, culverts, and public works facilities.
- Operate all equipment.
- Maintain records.
- Perform heavy physical labor.
- Maintain and make basic repairs to equipment.
- Perform a wide range of skilled and semi-skilled building trades work.
- Skillfully use a variety of building trades tools and equipment.
- Perform a variety of grounds and landscape maintenance assignments.
- Read and understand plans, construction drawings, and blueprints.

- Recognize and locate conditions which require maintenance and repair work.
- Use and care for hand and power tools utilized in the building trades.
- Estimate time and materials needed to perform maintenance, construction, and repair jobs.
- Follow written and oral instructions.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Use Computers.
- Maintain confidentiality.
- Obtain a Class A or B driver's license.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Two years increasingly responsible work experience equivalent to a Public Works Maintenance Worker III.

Successful completion of College or Trade School Coursework in the Building and/or Road Maintenance Trades is highly desirable.

Special Requirements:

- Possession of a driver's license valid in California.
- Contractor's license or journeyman level skill set in two or more trades is required.
- Depending on assignment, incumbents may be required to show proof of a Class A driver's license, with appropriate endorsements, valid in California.

***The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.***

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Salary Range 63