

PUBLIC WORKS MAINTENANCE WORK ORDER TECHNICIAN

DEFINITION

Under direction, to take work order requests, create work orders, input work orders into the work order system. Attend work order summary meetings with facilities superintendent, and facilities supervisor to schedule and prioritize work orders. 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. Incumbents in this series will be assigned primarily to either Road work or Facilities work, but may be cross-trained in and assigned in both as workload demands. This is considered the advanced journey level in the Road and 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

Public Works Facilities Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction and training.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Perform work order data input, tracking, and completing work orders. Attend work order summary meetings with supervisors to discuss prioritization and scheduling of work orders. ROAD duties: Performs the full range of duties in the maintenance, construction, and repair of County roads, bridges, and drainage systems; learns to operate road maintenance equipment such as trucks, snowplows, graders, and loaders; performs unskilled duties such as cutting weeds, clearing debris, and cleaning ditches; paves, patches, and repairs roads; operates hand tools; straightens and replaces snow stakes and road signs; may drive vehicles to transport materials, tools, and equipment; performs routine maintenance and repair tasks on equipment; acts as a flag person for road repair

and maintenance crews; performs shovel work, opening, widening, and backfilling excavations; assists with the installation and repair of traffic control and warning signs; completes reports and records; cleans and cares for tools and equipment; inspects roads and other facilities for needed repairs; provides lead direction and training.

FACILITIES duties: 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; 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.

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 indoors & outdoors in varying temperature, severe weather, and humidity condition; work is performed in 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 computers and applicable software for work order data inputs.
- 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 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.
- 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.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other related job duties as may be required.

Revised 8/26/15

Salary Range 54