

CITY OF SAN JUAN CAPISTRANO

Public Works Specialist I and II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of skilled, semi-skilled, and unskilled maintenance duties associated with the maintenance and repair of the City's public buildings, facilities, streets, parks, parkways, trees, landscaping and irrigation, weed abatement, open space, and rights-of-way; to monitor contracted maintenance work and report service needs; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Public Works Specialist I and II are flexibly staffed classifications. Positions in the Public Works Specialist I may be advanced to the Public Works Specialist II by management in accordance with the City's audit procedure. The work of the Public Works Specialist I classification requires lesser skill in equipment use, knowledge of varied work methods, the range of tasks performed, and extent of interfaces with contractors, than the Public Works Specialist II. The Public Works Specialist II receives only occasional instruction or assistance as new or unusual situations arise. Public Works Specialist II incumbents are fully aware of departmental operating procedures. Positions in these two classes differ from the Senior Public Works Specialist in that the latter job assumes lead responsibility for setting daily work priorities, performing the most complex assignments, and resolving more difficult problems in the field.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Manager and/or Senior Public Works Specialist.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Participates in the maintenance and monitoring of all public land and facilities, including maintenance of City sewer lines and pump stations, public buildings and facilities, streets, parks, parkways, landscaping, irrigation systems, weed abatement, equestrian areas and walking and bicycle trails, open space, and rights-of-way.
2. Uses service request system to report maintenance needs and to check upon the status of completed work orders at various City sites, and to report problems for follow-up by the Senior Public Works Specialist and supervisory and contract personnel.
3. Operates a variety of maintenance equipment including water truck, loader and backhoe, dump truck, roller, cement mixer, air compressor, sewer cleaning equipment, mowers, forklift, cutting torch, and basic hand and power tools, such as chain saw, weed eater, power drills, and related equipment.

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4. Maintains City right-of-ways; eradicates weeds; picks up litter on medians, gutters, curbs, and other areas; installs, maintains, and repairs traffic signs and markers; assists with the maintenance and repair of City's street lights; reports maintenance needs.
5. Ensures adherence to standard safety precautions; sets up and takes down traffic warning devices and barricades for traffic control.
6. Maintains and cares for street and park trees to ensure public safety; trims and prunes trees to keep streets and sidewalks clear and monitors contract tree trimming work performed by contractors.
7. Maintains park grounds and parkways, including maintenance and removal of trees, and installation and care of plants, shrubs, and lawns; maintains bicycle and equestrian trails; participates in the preparation, application and use of chemicals, fertilizers, and pesticides.
8. Maintains, cleans, and repairs above ground drainage structures.
9. Inspects City buildings and facilities for damage and safety hazards; prepares work orders; makes repairs; assists with weed, pest, graffiti removal, and litter abatement for assigned area.
10. Performs a variety of building maintenance, renovation, and modification work to include basic plumbing, carpentry, electrical, and heating and air conditioning tasks.
11. Performs preventative maintenance on equipment and tools.
12. Provides assistance at fairs, parades, and other special events; sets-up and takes down equipment; provides emergency assistance as needed.
13. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods, techniques, equipment, and tools used in the maintenance and repair of streets, sewers, storm drains, parks, parkways, landscaping, trees, and buildings and facilities.

Basic plumbing, carpentry, electrical, and heating and air conditioning maintenance procedures involving City buildings and facilities.

Occupational hazards and standard safety practices, including the proper use and storage of hazardous chemicals, herbicides, and fertilizers.

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Skill in:

Operating a variety of maintenance and repair equipment in a safe and effective manner.
Performing a variety of varied physical tasks, including heavy manual labor.
Working independently in the absence of supervision.
Understanding and following oral and written instructions and guidelines.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with staff, contractors, and those contacted in the course of work.

Experience and Education:

Any combination of experience and training that would likely provide required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience/Training:

Public Works Specialist I level: Requires at least one year of prior experience in the maintenance and repair of public streets, sewers, storm drain systems, parks and landscaped areas, and buildings, and related facilities.

Public Works Specialist I level: Requires at least two years of prior experience in the maintenance and repair of public streets, sewers, storm drain systems, parks and landscaped areas, and buildings, and related facilities.

Education:

Equivalent to graduation from high school or General Education Diploma (GED).

Licenses and Certificates:

Possession of a valid Class C California driver's license and valid medical certificate issued by the Department of Transportation. Ability to obtain CPR and First Aid certification, as required.

WORKING CONDITIONS

Environmental Conditions:

The employee constantly works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture and wetness as well as mechanical and electrical hazards, including applied chemicals. The employee is subject to loud construction noise in particular areas such as power tools, compressors, chippers, and large-scale motorized equipment. The employee must have the ability to travel to different maintenance sites. Depending upon the assignment, the employee may be required to be available for stand-by and emergency call service.

Physical Conditions:

The essential functions require frequent walking, sitting, and standing for prolonged periods of time. Sensory demands require the ability to constantly hear and talk, both in person and by using a telephone, and the ability to use hand and power tools and other equipment. Specific vision acuity required by this job includes close vision and the ability to adjust focus to perform a variety of maintenance duties. The employee may be expected to operate loaders and backhoes, and related maintenance vehicles and jackhammers, and other specialized equipment, and use shovels, hoes, brooms, and other tools given job assignments. Physical demands include bending, stooping, squatting, climbing, crawling, and reaching above and below shoulder level, and the ability to carry materials, supplies, and tools weighing up to and exceeding 50 pounds.