Town of Hillsborough Position Description
Maintenance Worker I/II

Department: Public Works | Bargaining Unit: Public Works and Clerical
FLSA Status: Non-exempt | Revision Date: 3/12/2013

GENERAL PURPOSE

Performas a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of Town water, sewer, street and storm drainage facilities and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Inspects and/or repairs booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly;
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.;
- Determines the locations of water, stormdrain and sewer lines from the appropriate sources prior to excavation;
- Responds to residents' requests for service;
- Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment and supplies that may require the possession of a valid Class B California driver's license;
- Performs routine cleaning, inspection and preventive maintenance of equipment and refers defects or needed repairs to supervisor;
- Performs all duties in conformance to appropriate safety and secruity standards;
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling;
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings,
- Repair and installation of services, hydrants and drinking fountains;
- Maintains Corporation Yard and other Town facilities.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school education or GED equivalent, or any eqivalent combination of education and experience; Possession of a Class C California State driver's license is required; some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Skill in operation of vehicles and maintenance equipment. Ability to perform heavy manual tasks for extended periods of time; work safely; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments and the public; understand and carry out written and oral instructions.

City Manager:_____ Date:_____