

CITY OF HOLTVILLE

JOB DESCRIPTION

TITLE:

MAINTENANCE WORKER I

APPROVED:

MAY 29, 1979

DEPARTMENT:

PUBLIC WORKS

REPORTING RELATIONSHIP:  
SUPERVISORS

PUBLIC WORKS MANAGER/PUBLIC WORKS

**MINIMUM QUALIFICATIONS:**

The employee installs and repairs water and sewer lines; installs new water and sewer service connections. This work involves digging pipe trenches; cutting and fitting pipes; laying and caulking pipe; back-filling trenches; compacting fill; cleaning and preparing construction site for finishing and resurfacing. The employee performs general repair and maintenance on streets, sidewalks, curbs and gutters. This work involves cleaning, filling and compacting, patching and repaving with hot or cold asphalt or hot tar; concrete patching and finishing for all street, side walk, curbs, and gutter surfaces. The employee must have the ability to follow oral and/or written instructions, the ability to work and cooperate with other employees. The employee must be able to operate basic hand tools and pneumatic powered tools or equipment such as jackhammers and compactors. The employee must have a valid California Driver's license. The employee will be required to observe and carry out all safety regulations pertaining to their work. The employee will be required to operate trucks up to one and one-half ton. The employee will be required to respond to emergencies after normal working hours involving emergency repairs to the water, sewer or street systems. The employee will be required to perform such other duties as may be assigned by competent authority.

**KNOWLEDGE:**

The employee must have a high school diploma or its equivalent; no previous construction or maintenance experience is necessary.

**SUPERVISION:**

The employee will be under the direct supervision of the Foreman, Public Works Department, or on occasion the assistant Foreman, Public Works Department. As an unskilled worker the employee will receive a high degree of supervision and instruction from his supervisors and Maintenance Worker – Grades II and III.

**DESIRABLE QUALIFICATIONS:**

It would be desirable, if the employee had some prior experience in construction or maintenance.