

PUBLIC WORKS MAINTENANCE WORKER I

Definition:

Under supervision, to assist in the field and with office work related to public works facility maintenance, waste transfer, waste diversion, hazardous waste exclusion, and community awareness; to perform a variety of semi-skilled and unskilled tasks in the construction and maintenance of county roads; and to do related work as required.

Distinguishing Characteristics

The Public Works Maintenance Worker I classification is the entry level of the flexible classification series of Public Works Maintenance Worker. Incumbents receive on-the-job instruction and close supervision in the performance of a wide variety of entry level job duties in support of public works. The Public Works Maintenance Worker I is distinguished from the Public Works Maintenance Worker II in that the Public Works Maintenance Worker I is responsible for operating light equipment and performing semi-skilled and more routine tasks in support of the public works functions. Most tasks performed by Public Works Maintenance Workers require substantial physical labor.

Incumbents may work within various locations in a predesignated geographical location and/or during evenings, nights and weekends.

Advancement to level II is considered on a merit basis and is subject to recommendation of the Department Head and approval by the Human Resources Division.

Essential Functions:

- Assists in the operation of a small transfer stations and diversion areas which may include opening and closing the site, calculating and collecting appropriate fees; preparing customer receipts; directing site customers to the proper area; operating diversion programs; checking loads to exclude hazardous wastes and other inappropriate material and maintaining the facilities in a clean and orderly condition.
- Assists in receiving and processing hazardous waste at the Special Waste Facility.
- Assists in researching and classifying hazardous waste inventories.
- Assists in the operation of medium volume transfer stations and diversion areas.
- Assists in the use of tools and instruments for conducting environmental sampling and testing.
- Learns to operate a variety of equipment and tools such as commercial trucks, small tire cutters, vacuum pumps, overhead cranes, forklifts, skid loaders, stationary compactors, vehicles off road, jack hammers, rock drills, and other pneumatic tools and equipment, as necessary.
- Performs a variety of semi-skilled and unskilled tasks such as cutting brush, hoeing weeds, cleaning culverts, and trimming trees.
- Patches, oils, and seals road surfaces.
- Builds forms, mixes and places concrete.
- Performs heavy timber construction and repair work.
- Sets up and removes roadway traffic control and serves as flagger.

- Performs duties in all weather conditions and works with exposure to unpleasant and potentially hazardous conditions.
- Performs extensive physical activity including the movement of heavy objects.
- Performs collection, removal, and disposal of waste debris.
- Maintains required files, logs, and records; and prepares related reports.
- Performs fieldwork for data collection.
- Responds to road emergencies or other work-related emergencies as required.
- May operate light/heavy equipment conduct environmental sampling and utilize testing instruments as required.
- May act as a carpenter's or mechanic's helper.
- Performs other job related duties as assigned. Incumbents must have the ability to perform the essential functions of the job.

Employment Standards:

High School Diploma, G.E.D., or equivalent and one (1) year work related experience.

OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Additional Requirements: Possess a valid California Motor Vehicle License.

Some Positions May Require: Successfully complete a 40-hour Hazwoper training program within 6 months of hire or be terminated.

Knowledge of: basic arithmetic; common scales, weights and measurements; tools and materials commonly used in construction and maintenance; and the operation of tools and construction and maintenance equipment.

Ability to: collect and receipt monies; use computers and related software application; safely perform a variety of highway maintenance tasks; safely operate diversified highway equipment skillfully; safely operating small tools and simple equipment; mechanical aptitude; physical strength, agility and endurance; communicate both orally and in writing sufficient to exchange or convey information and to receive work direction; maintain effective work relationships; operate a personal computer and a variety of software applications; and maintain complete and accurate records.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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