



**City of Bishop  
Department of Public Works**

**Maintenance Worker**

**Job Description**

**General Description:**

As a member of the Public Works crew, the Maintenance Worker performs a variety of tasks in the construction, maintenance, and operation of the City's water, sewer, and street systems, in addition to other tasks as required.

**Description of Job Tasks:**

The tasks Maintenance Worker performs are varied and assignments are often given on short notice. All members of the crew must be able to operate all equipment and tools used in the work and become familiar with all tasks performed by the crew. Most tasks require more than one person, so the ability to work effectively in a team setting is essential.

Typical tasks include repairing water leaks, clearing plugged sewers, operating water wells, operating water treatment facilities, operating wastewater treatment plant, cleaning drainage facilities, repairing potholes, operating street sweepers, and operating snow plows.

The Maintenance Worker has license and certificate requirements specified below.

**Specific Job Tasks Include:**

- Lifting heavy objects such as pipe, valves, tools and sacks of cement weighing 94 pounds.
- Operating a jack hammer which vibrates the body, carrying the jackhammer and lifting the jack hammer on and off trucks and equipment.
- Operating heavy equipment.
- Operating tools and equipment by using hands and feet simultaneously.
- Moving tools and equipment by pushing and pulling with up to 94 pounds of force.
- Attaching and detaching trailers.
- Climbing in and out of high cabs on equipment and vehicles.
- Climbing in and out of trenches during pipeline maintenance and construction.
- Bending and twisting while in awkward positions in trenches, excavations, manholes, confined spaces and buildings.
- Maneuvering heavy pipes, valves, fittings and tools for work in and out of excavations.

- Reaching overhead, bending, stooping to load and unload materials from various locations, including the maintenance shop.

**Examples of additional job tasks include:**

- Maintaining pumps, motors, tools, vehicles and equipment.
- Sampling and testing water and wastewater.
- Working in and around wastewater in sewer lines, manholes and the wastewater facility.
- Work in the road right-of-way under traffic conditions. Works includes water and sewer system maintenance, street, curb, gutter and sidewalk maintenance, traffic painting, traffic control, street sweeping and storm water system maintenance.

**Terminology:**

| <b>Term</b>  | <b>Description</b>   |
|--------------|--|
| Not Present  | Activity or condition does not exist.                                  |
| Rarely       | Activity or condition exists up to one-sixth of the time.              |
| Occasionally | Activity or condition exists up to one-third of the time.              |
| Frequently   | Activity or condition exists from one-third to two-thirds of the time. |
| Constantly   | Activity or condition exists two-thirds or more of the time.           |
| Required     | Must be able to perform activity or perform subject to condition.      |

**Physical Demands:**

- **Standing – Required.** To maintain the entire body in erect posture without change in location, but often in conjunction with walking. The worker stands while doing all jobs and tasks except while driving and operating heavy equipment.
- **Walking – Required.** Movement of the entire body for certain distances using a heel/toe gait. The worker walks while doing all jobs and tasks except while driving and operating heavy equipment.
- **Sitting – Required.** The ability to rest weight on buttocks and back of thighs while legs are bent at the knees. The worker sits while driving and operating equipment and during normal breaks and lunch periods.
- **Driving – Required.** The worker drives during the course of the workday. Vehicles driven include heavy equipment. Vehicles are equipped with a standard transmission, and surfaces traveled include City streets and unpaved areas.
- **Lifting – Required.** The exertion of physical strength necessary to move objects from one level to another and often used in conjunction with carrying. About 5 percent of all lifting is 0 to 10 pounds, 50 percent of all lifting is 10 to 25 pounds, 30 percent is 25 to 50 pounds, 14 percent is 50 to 75 pounds and 1 percent is over 75 pounds. The heaviest item lifted is a bag of cement which weighs about 94 pounds. There are a number of large pieces of equipment and tools that must be lifted. They are heavy and are very cumbersome and require twisting

of the body. Lifting is required in awkward positions such as required for work on pipes in trenches and backflow valves for testing.

- **Shoveling – Required.** Moving varied materials such as earth, gravel, concrete, and asphalt concrete with a shovel in trenches and above ground.
- **Carrying – Required.** Used in conjunction with walking, and often with lifting, weight is either held or rested directly on hands, arms, shoulders and back. As with lifting, it is estimated that 5 percent of all carrying is 0 to 10 pounds, 50 percent is 10 to 25 pounds, 30 percent is 25 to 50 pounds, 14 percent is 50 to 75 pounds and 1 percent is over 75 pounds. The heaviest item carried is a bag of cement which weighs about 94 pounds. There are a number of large pieces of equipment and tools that must be carried. These items can be very cumbersome and require twisting of the body.
- **Pushing and Pulling – Required.** The exertion of force upon or against an object in order to move it away and/or draw or haul toward oneself. As with lifting, it is estimated that 5 percent of all pushing and pulling is 0 to 10 pounds, 50 percent is 10 to 25 pounds, 30 percent is 25 to 50 pounds, 14 percent is 50 to 75 pounds and 1 percent is over 75 pounds. The greatest pushing and pulling force required is about 94 pounds. Examples of when the worker uses pushing and pulling when loading a compressor, arrow board and paint trailer.
- **Bending – Required.** The ability to flex the under-trunk forward with knees extended, standing with knees flexed or while sitting. The worker bends when doing shovel and pick work on streets and also loading equipment behind trucks, constructing concrete forms and performing concrete work.
- **Twisting at the waist – Required.** Rotation of the entire body to a change in direction. The worker twists at the waist when doing shovel and pick work on streets and also loading equipment.
- **Stooping – Required.** Flexing the upper trunk forward at the waist while partially flexing the knees. The worker stoops while doing shovel and pick work and using hand tools including pipeline maintenance and repair in trenches.
- **Kneeling – Required.** Positioning the body with one or both knees fully flexed and resting on a level surface. The worker kneels when completing job tasks involving water taps and leaks, checking pipes in ditches.
- **Crawling – Occasionally.**
- **Climbing – Required.** Used to ascend or descent ladders, scaffolding, stairs, poles and/or inclined surfaces. The work climbs ladders, and climbs on trucks, and climbs on and off heavy equipment, in and out of sewer manholes and pump vaults.
- **Balancing – Required.**

- **Reaching Overhead – Required.** Positioning arms with any degree of elbow flexion in front of the body. The worker reaches in front while in all phases of this job.
- **Reaching below waist level – Required.** Positioning arms with extension of elbows below waist level. The worker reaches below waist level while doing shovel and pick work, operating equipment, turning valves at the water treatment plant, painting and moving materials.
- **Handling – Required.** The worker will handle items which include shovels, brooms, picks, axe, hand tools, and machinery throughout the workday.
- **Fine finger and hand dexterity – Required.** Flexion and extension of the fingers with opposition of thumb. Fine finger and hand dexterity is utilized when doing paperwork.
- **Gross hand and finger dexterity – Required.** Flexion and extension of fingers and with the opposition of the thumb while using the palm of the hand. The worker uses average gross hand and finger dexterity to use hand tools and machinery.
- **Hand and wrist movement – Required.** The worker uses average hand and wrist movement in order to do all phases of this job.
- **Vision – Required.** The worker will use average visual acuity in order to complete all job tasks.
- **Hearing – Required.** The worker uses average hearing ability in order to communicate with others and be aware of his surroundings.
- **Speech – Required.** The worker uses average verbal communication skills to communicate with the public and for safety purposes.

**Environmental Factors:**

- **Unprotected Heights – Occasionally.**
- **Being around moving machinery – Required.** The worker performs job duties near moving machinery which includes all trucks and equipment.
- **Exposure to dust fumes, smoke, gases or other irritants – Frequently.** The worker is exposed working inside and outside.
- **Driving automotive equipment – Required.**
- **Exposure to excessive noises – Required.** The worker is exposed to noises caused by heavy equipment and tools.
- **Exposure to radiant or electrical energy – Required.**
- **Confined Spaces – Required**

- **Exposure to sewer gases, methane, hydrogen sulfide, carbon dioxide – Required.**
- **Exposure to solvents, grease or oils – Required.**
- **Exposure to slippery or uneven walking surfaces – Required.**
- **Working below ground – Required.**
- **Unusual fatigue factors – Required.**
- **Working with combustible materials and gases – Required.**
- **Excessive vibration – Required** when using a jack hammer or heavy equipment.
- **Working with hands in water or other substances – Required.** The worker will be required to complete job tasks while one or both hands are submersed in water and sewage.
- **Working in close proximity – Required.** 90% of the time work is with at least one other person. May work alone on emergency callout.
- **Working inside – Required.**
- **Working outside – Required.**
- **Temperature** – The worker is subject to a variety of weather conditions which include a high of 120 degrees and a low of -10 degrees Fahrenheit.

**Miscellaneous:**

- **Work Hours** – Normal work hours are 7:00 A.M. to 3:30 P.M., Monday through Friday. Maintenance Workers also work weekend duty on a rotation basis during the same hours and are on call for a week at a time on a rotation bases. Special work schedules are required for street sweeping, special projects and special events. Emergency call-out may be required at any time, 24 hours a day, 365 days a year.
- **Supervisory Responsibilities** – In the absence of a supervisor, a Maintenance Worker can be designated lead person on specific tasks.
- **Vehicles and Equipment Operated** – Includes front loader, grader, backhoe, sewer truck, street sweeper, dump trucks, pick up trucks, and snow removal equipment.
- **Tools Utilized** – Includes drill press, bench grinder, portable power tools, asphalt saw, concrete saw, ditch compaction equipment, paint sprayers, and sand blasting equipment, pneumatic tools and hand tools.
- **Plants Operated** – Water treatment including a hypochlorite generator, diesel and gas engines and water wells. Wastewater treatment includes screen, pumps, clarifiers, digesters and aerators.

- License and Certificates – The successful applicant shall have:
  1. Class C California Drivers License within 3 months of hiring.
  2. Grade 1 California Wastewater Treatment Certificate within 24 months of hiring.
  3. Grade 1 Water Distribution Certificate within 24 months of hiring.
  4. Ongoing "contact hours" as required by required certificates.

**Maintenance Worker 1 and Maintenance Worker 2**

The Maintenance Worker classification is broken down in to two sub-classifications, Maintenance Worker 1 and Maintenance Worker 2. Maintenance Worker 1 is an entry level position and used only when required. This job description above applies to both Maintenance Worker 1 and Maintenance Worker 2 positions.