

| | |
|-----------------------|------------|
| Established: | 12/11/07 |
| Resolution: | CC07-0511 |
| Spec Adopted: | 12/5/07 |
| Ratifying Resolution: | CS07-165 |
| Spec Amended: | 2/7/08 |
| Ratifying Resolution: | CS08-020 |
| Spec Amended: | 03/20/24 |
| Date to CSC: | 04/18/24 |
| CS Status: | Classified |
| Unit: | O&M |
| FLSA Status: | Non-Exempt |

PLANT MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of unskilled or semi-skilled tasks in the operations and maintenance of water distribution and treatment systems, and wastewater collection and treatment systems; operates trucks, and a variety of hand and power tools and equipment; performs related work as assigned.

CLASS CHARACTERISTICS

Plant Maintenance Worker is a single position entry-level classification in the Municipal Utilities Department. Initially under close supervision, incumbents learn and perform a variety of duties in the maintenance of the plant and perform general labor. These duties are performed under direct supervision provided by higher-level personnel. As additional experience and proficiency is gained, duties become more diversified and are performed under less supervision. This class is distinguished from the Plant Maintenance Mechanic in that the latter is a journey-level classification fully competent to perform a wide range of mechanical maintenance duties at the treatment plant and related facilities.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Cleans vehicles, heavy equipment, bar-screens, comminutors, weirs, drying beds, digesters, pumps, tools, and other stationary and portable equipment.
- Performs routine inspection of vehicles and equipment; performs minor maintenance and lubrication of machinery such as changing oil and greasing equipment.
- Maintains grounds and buildings; cuts grass, weeds and brush; trims trees and bushes; rakes grass, leaves and trash; seeds and cares for lawns and ornamental plantings.
- Operates and maintains vehicles, equipment and tools required to load, unload, haul, and spread sand, gravel, dirt and/or waste products (sludge, product waste, packaging waste, etc.); digs and refills ditches and trenches.
- Carries or holds materials, supplies, and tools to assist operations and maintenance personnel.
- Maintains records to accurately reflect pump station and equipment operation, operational data, and work performed by private contractors.
- Operates a boat; maintains designated waterways free of debris.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques, materials, tools and equipment used in plant maintenance;
- Operation and maintenance of a wide variety of hand and power tools and equipment common to the field; Safe work methods and safety regulations pertaining to the work;
- Modern office practices, methods, and computer equipment including relevant software programs;
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Operating and maintaining a variety of hand and power tools and equipment used in the work;
- Performing heavy physical labor;
- Exercising independent judgment and initiative without close supervision;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives and activities.

Education/Experience:

Equivalent to a high school diploma or GED and six months of work experience as a laborer in construction or maintenance work.

Other Requirements:

Licenses and Certifications:

- Must possess a valid California driver's license.
- Must obtain and maintain a valid California Boater Card within the first 90 days of

employment as a required condition of continued employment with the City of Stockton.

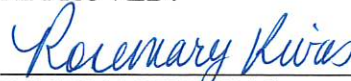
- Must obtain and maintain valid First Aid and CPR certifications within the first 90 days of employment as a required condition of continued employment with the City of Stockton.

Physical/Mental Abilities:

- Mobility – Occasional sitting, crouching, kneeling, reaching or crawling. Frequent walking and standing for long periods of time. Frequent bending stooping, lifting, and driving motorized vehicles.
- Lifting/Carrying – Occasional lifting and carrying up to 100 pounds;
- Vision – Constant use of overall vision; frequent reading and close-up work, color and depth vision; ability to read and see PC screens; ability to read and produce printed material and information displayed on a visual display terminal;
- Dexterity – Constant repetitive motion; writing; grasping, holding, and reaching;
- Hearing/Talking – Ability to detect specific noises, proper equipment, operation; ability to understand what people are saying in normal conversation, over the telephone and frequently over noises;
- Mental/Emotional – Occasional decision-making; frequent concentration; frequent co-worker contact; occasional working alone; ability to work with the public, exercise sound judgment and handle stressful situations;
- Environmental/Working Conditions – Occasional to frequent exposure to noise and outdoor conditions; occasional to moderate risk of exposure to hazardous materials i.e. dirt, dust, gas, smoke, fumes, poor ventilation; exposure to extremes in temperature, humidity or wetness; working in heights; work with bio-hazards such as blood borne pathogens, sewage, waste, etc.; and working around equipment and machinery; Must be willing to work outdoors; and
- Special Requirements – Must be willing to work weekends, overtime as required and off-hours in emergency situations; must wear assigned safety equipment; and must be willing to work on a boat.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:



ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: 3/20/2024