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Ratifying Resolution:	CS07-165
Spec Amended:	2/7/08
Ratifying Resolution:	CS08-020
Spec Amended:	--/--/--
Date to CSC:	--/--/--
CS Status:	Classified
Unit:	O&M
FLSA Status:	Non-Exempt

PLANT MAINTENANCE WORKER

DEFINITION

Under general ~~immediate~~ 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. ~~incumbents learn and perform a variety of maintenance and general labor.~~ This class is distinguished from the Plant Maintenance Mechanic in that the later/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:

1. Cleans vehicles, heavy equipment, bar-screens, comminutors, weirs, drying beds, digesters, pumps, tools, and other stationary and portable equipment.
2. Performs routine inspection of vehicles and equipment; performs minor maintenance and lubrication of machinery such as changing oil and greasing equipment.
3. 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.
4. 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.
5. 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.

~~6.—Performs related duties as assigned.~~

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MINIMUM QUALIFICATIONS

Education/Experience:

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

Other Requirements:

- ~~• Must possess a valid California driver's license.~~
- ~~• Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds and to perform sustained heavy physical labor.~~
- ~~• Must be able to ascend and descend ladders and scaffolding.~~
- ~~• Must be able to work in confined spaces.~~
- ~~• Must be willing to work out of doors in all weather conditions, to work with exposure to traffic, and to work overtime and off hours shifts in emergency situations.~~

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.~~
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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 following oral and written instructions; 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.
- ~~—~~
- ~~Performing heavy physical labor;~~
 - ~~Exercising independent judgment and initiative without close supervision.~~

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.

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APPROVED:

DIANNA R. GARCIA ROSEMARY

DIRECTOR OF HUMAN RESOURCES

DATE: _____