

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: MAINTENANCE WORKER III

REPORTS TO: LEAD MAINTENANCE WORKER

TYPE: FBEO, NON-EXEMPT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.

POSITION SUMMARY:

Performs a variety of skilled tasks in the construction, repair, installation, maintenance and testing of water utility lines. Oversee and inspect new construction of water system modifications and new system additions or relocations performed by contractors. Assigned to all underground utility jobs being performed by the Public Works department including, but not limited to, repair, installation and maintenance of streets, wastewater utility lines, buildings, parks and facilities.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Physical requirements:

Pass an initial and random Department of Transportation drug screening tests. Constant exposure to sun, walking on uneven surfaces, bending, kneeling, squatting, twisting, hear verbal instructions, read written instructions and communications, exposure to airborne dust and loud noises. Frequent climbing, driving, working on slippery and or uneven surfaces, working with toxic substances. Occasional lifting of items weighing up to 50 pounds, lifting above shoulders, climbing of ladders of up to 30' above ground, repetitive hand motion, hear verbal instructions speak to others clearly, climb in/out of ditches, turn valves, lift and carry pipes, dig ditches, small motor skills. Work in confined spaces; underground excavations with shoring; contractor construction sites; underground utilities. Operate and maintain vehicles. Exposure to welding fumes, raw sewage, and sewer gasses.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Assigned to all underground utility installations, repairs, or modifications.
- Perform all duties and use all equipment and vehicles necessary to complete the work.
- Inspect/observe contractor activities on public works projects.
- Perform field surveys for water, sewer, and facility information gathering.
- Utilize computer research to find products and services.
- Ability to use of Outlook, Excel and Word, Asset Essentials and Google Drive software.

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- Operate all equipment, tools, and vehicles.
- Perform utility marking for USA underground service alerts.
- Maintain and operate the water distribution system.
- Install, tap, re-line, and connect water mains and appurtenances.
- Pressure test, sterilize, disinfect and collect coliform samples for new or repaired water mains.
- Diagnose water problems and implement repairs.
- Analyze and make recommendations regarding water service functions.
- Locate leaks, repair and replace pipe in the distribution system.
- Read, install, remove, replace, and repair water meters.
- Maintain the sewer collection system and install manholes.
- Operate camera systems and analyze video.
- Submit a summary of findings and a repair plan to the supervisor.
- Diagnose sewer problems with diagnostic tools and implement repairs.
- Excavate and expose wastewater lines and mains; clear blockages in line.
- Restore or replace broken sewer lines.
- Install, tap, and connect new sewer mains and laterals.
- Use trench shoring when required to maintain compliance.
- Maintain Utility Maps and update after construction is complete.
- Create, maintain and complete work orders and track parts usage.
- Order parts to keep inventory fully stocked.
- Measure, layout, and paint crosswalks, curbs, stop and center lines; operate paint-stripping machine.
- Clean clogged storm drain basins.
- Maintain City facilities, buildings, and parks.
- Remove and replace road-surfacing material such as cold and hot asphalt using hand tools and power equipment.
- Clean and maintain equipment used in the course of work.
- Follow all City polices.
- Perform other related duties as required.

EQUIPMENT, VEHICLES AND TOOLS:

Shovel, rake, jackhammer, vibrator compactor, vibratory plate, power tools, wood chain saw, sander, weed eater, paint machine, hammer, wrench, pry-bar, pipe cutter, chain cutter, tapping machine, welder torch, leak detector, chain cutter, main line tapping machine, electronic pipe locator, root cutter, video pipe inspection camera, portable sewer rodder, asphalt roller, tractor loader, and concrete chain saw. Vehicles include, but are not limited to, Class B vacuum truck, 10-yard dump truck, 5-yard dump truck, heavy duty service truck, Vacuum Trailer, all light duty vehicles, backhoe and trailers.

MATERIALS:

Pavement oils, asphalt, petroleum products not limited to gasoline, diesel and motor oils, liquid propane, cement products, earth material including dusts from them, latex paint, water, brass parts, cast iron parts aluminum parts, galvanized parts, PVC pipe products, ABS pipe products, glues and

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primers, old lead pipe joints, non-friable asbestos pipe, epoxy glues, and various cleaners and disinfectants.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Extensive knowledge of underground plumbing materials and procedures.
- Sub grade soil compaction practices.
- Extensive knowledge of the City's water distribution system, wastewater collection system and storm drain system.
- Knowledge of the City standards for all Public Works activities.
- Methods, procedures, tool, techniques, equipment and supplies used in street, water and sewer underground construction and maintenance work.
- Minor fabrication and basic carpentry.
- Probing, trenching and exposing underground utilities.
- Safe work practices.
- Safe driving practices.

Ability to:

- Perform semi-skilled and skilled maintenance tasks in the construction, maintenance and repair of public works.
- Ability to read blueprints and use various survey equipment.
- Operate trucks and moderately heavy power-driven equipment.
- Use the hand and power tools and equipment required in general building, grounds, and utilities maintenance work.
- Perform heavy manual labor for extended periods under unfavorable conditions.
- Read and write at the level required for successful job performance.
- Understand and carry out oral and written directions.
- Work cooperatively with other employees and the public.
- Perform intermediate computer skills.
- Use computer based work order system.

JOB CERTIFICATION/LICENSE REQUIREMENTS:

- State Water Distribution Operator 2 Certificate
- Class B or higher California driver's license
- Traffic Control and Flagging Certificate (within 12 months)
- Competent Person Excavation Certificate (within 12 months)
- Competent Person Fall Protection Certificate (within 12 months)

REQUIRED EDUCATION/EXPERIENCE:

- High School Diploma or GED; and
- Three (3) years experience in construction, installation and maintenance of infrastructure, or water/sewer collection systems.

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DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

- Basic electricity up to 240 volt systems
- Basics in hydraulics or pneumatics
- Basic shop math
- Welding and cutting
- Proficiency in Microsoft Outlook, Word, Excel, Google Drive, Asset Essentials, and use of the Internet.

DESIRABLE EXPERIENCE/EDUCATION/CERTIFICATIONS:

- Confined Space Rescue Operations Certificate

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

