



SUSANVILLE INDIAN RANCHERIA

745 Joaquin
Susanville, CA 96130

POSITION DESCRIPTION

Position: SIR Public Works Maintenance Worker II
Supervised: SIR Public Works Maintenance Supervisor
Supervises: None
Status: Non-Exempt
Salary: \$15.00 - \$20.00 per hour DOE'
Date of Announcement: July 13, 2016
Closing Date: July 27, 2016

GENERAL STATEMENT OF RESPONSIBILITIES:

Under immediate supervision, performs unskilled and/or skilled manual labor in the construction, maintenance and repair of public works facilities including water and sewer systems, tribal roads, sidewalks, signs, graffiti removal, storm drains, tree trimming and abatement of nuisances in the public right of way and animal control ordinances. Performs a variety of semi-skilled and unskilled tasks involved in the maintenance, limited construction, or repair of tribal buildings and facilities, performs related work as assigned.

CLASSIFICATION DESCRIPTION:

Maintenance Worker II is the journeymen level classification in the public works maintenance department. Individuals have responsibility to perform assigned activities without detailed instruction as to specific procedures to be followed. Incumbents in this class may also be expected to assist in the training of less experienced personnel and to operate on a regular basis a variety of equipment.

The following duties are typical for this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing business practices.

SPECIFIC RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Within the Public Works Water Department, participates in the work of a water crew engaged in installing, removing and repairing large and small services, cutting, fitting, laying and repairing water mains, cleaning and flushing water mains, repairing mains, valves and hydrants. Inspecting, testing and operating valves, fittings and related water distribution equipment, keeping truck stocked with supplies and materials, repairing fire hydrants and flow testing related equipment. Locating, excavating and repairing water lines and related facilities. Inspecting water projects for leaks, decayed pipes, spills,

installing barricades, and routing traffic in a safe manner.

2. Within the Public Works Sewer Department, participate in the work of a sewer crew engaged in installing, removing and repairing large/small services, cutting, fitting, laying and repairing sewer mains, cleaning and flushing sewer mains, repairing mains and valves; inspecting, testing and operating valves, fittings and related sewer equipment; keeping truck stocked with supplies and materials; locating, excavating and repairing sewer lines and related facilities; inspecting sewer projects for leaks, decayed pipes and spills, installing barricades and routing traffic in a safe manner. Assists in the SCADA system, including, gathering input/output data into computer database management software.
3. Within the Public Works Department, participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters and other concrete structures and maintaining Tribal street/roads with hot or cold asphalt mix; cleaning storm drains and catch basins, operating a variety of equipment and using a variety of tools/equipment such as rollers, dump trucks, jack hammers, air compressors, tractor, setting up traffic control and safety zones.
4. Participates in the work of the traffic crew engaged in installing and maintaining street signs and street markings; uses a variety of equipment and tools such as welders, paint striper, airless painter, and chemical sprayer.
5. Participates in the work of a crew engaged maintaining and repairing sewer mains, storm drains and lift station; assists in the operation of the hydrojetter to clean sewer lines, cleans blockages to sewer lines and drains and catch basins.
6. Performs weed abatement related tasks; assists in trimming and removing trees from a boom truck.
7. Assists with a variety of carpentry, masonry, plumbing and electrical repair work; cleans plugged drains, performs routing maintenance on valves, fitting and other fixtures; installs new plumbing fixtures, builds cabinets and shelves, constructs or repairs walls, platforms and ramps, finishes wood and repairs a variety of wooden objects, prepares surfaces for painting, applies paint varnish, shellac, enamel, or other protective finishes to various surfaces. Repairs and finishes concrete for monuments and plaques.
8. Reads meters and enters readings, rereads meters and notes, correct meter reading, evaluates meter condition and meter service area; repair line fittings such as gate valves, meter connections, angle stops, pipes, and curb stops, repairs meters in the field by changing glasses, replacing registers and re-setting boxes, cleans dirt and weeds from meter boxes and trims bushes and trees obstructing meter boxes.
9. Learns to operate and operates a variety of light, medium and heavy equipment including street sweeper, backhoes, boom truck, dump trucks; checks equipment and performs routing maintenance; operates a variety of hand and power tools.

10. Maintains and cares for supplies, facilities and equipment; performs routine maintenance and equipment, safety inspections; reports maintenance and safety hazards to appropriate personnel.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and/or Experience: Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and some experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.
2. Knowledge, Skills and Abilities: Working knowledge of common tools and equipment used in construction and maintenance work, grounds maintenance methods and techniques; trees, plants, flowers and shrubs; operation and maintenance of tools and equipment used in grounds maintenance, basic safety precaution and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations, equipment and procedures involved in the construction, maintenance and repair of street, roads and drainage systems; the materials, tools, and methods used in general building repair and maintenance. Basic skill in the operation of a variety of equipment and vehicles; use of hand and power tools.
3. Special Requirements: Possession of/or the ability to obtain a Class C California Drivers License and, satisfactory driving record with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider. Possession of/or the ability to obtain a Class A California Drivers License with appropriate endorsements may be required. Possession of/or the ability to obtain a Water Distribution – Level One Certification within one year of date of hire. Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.
4. Must have the ability to relate to Native Americans.

Native American Preference applies

PHYSICAL PROFILE:

Category 3 – Heavy Physical Effort

Definition

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

Characteristics

Positions allocated in the category regularly perform heavy physical labor requiring ability to lift, push, pull and move heavy objects or material. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance place on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary for position, but always involve heavy physical exertion.

Other Factors

Heavy Lifting: Lifting over 50 pounds with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day).

Standing: Ability to stand with little movement for prolonged periods of time (usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend. Distant Vision; acceptable for driving. Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents.

Fumes: Potential inhalation of contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, truck, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment.

Heights: Ability to work on surfaces above 20 feet.