

## **Job Title: Maintenance Worker I**

**Department:** Public Works

**Reports To:** Public Works Director

**FLSA Status:** Non-Exempt

**Grade Level:** I

**Union Affiliation:** UPEC

**Location:** Orland, CA

**Date Approved:** October 1, 2025

---

### **Position Summary**

Under direct supervision, performs a variety of unskilled and semi-skilled maintenance tasks in the construction, operation, repair, maintenance, and replacement of the City's water, sewer, street, and storm drainage systems. Operates various vehicles and equipment to perform related duties in a safe and efficient manner.

### **Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned.

- Inspects and maintains water and sewer systems, including chlorine machines, booster pump stations, reservoirs, meters, and drainage systems.
- Maintains accurate records of inspections, maintenance activities, and water usage data.
- Locates underground utilities prior to excavation using information from appropriate agencies.
- Responds to public complaints regarding water leaks, pressure issues, or service disruptions; evaluates and reports findings.
- Communicates with residents and businesses regarding service interruptions and restoration timelines.
- Cleans, maintains, and inspects tools and equipment to ensure operational safety.
- Operates various vehicles and heavy equipment for loading, transporting, and unloading materials such as sand, gravel, and tools.
- Conducts preventative maintenance checks on assigned equipment and reports issues to supervisor.
- Participates in street, water, and sewer maintenance projects, including cutting pavement, trenching, backfilling, and pipe installation and repair.
- Repairs and installs water mains, services, valves, fire hydrants, and related infrastructure.
- Services water supply pumps and sewer lift stations.
- Operates power tools and construction equipment related to departmental functions.

- Adheres to and promotes safe work practices and procedures.

### **Peripheral Duties**

- May serve on committees or special task groups as assigned.

### **Qualifications**

#### **Education and Experience**

- High school diploma or GED equivalent required.
- Any combination of education and experience that provides the required knowledge and abilities may be considered.

#### **Licenses and Certifications**

- Possession of a valid California Driver's License.
- Commercial Driver's License (CDL) preferred or ability to obtain within a specified timeframe.

#### **Knowledge, Skills, and Abilities**

##### **Knowledge of:**

- Basic tools, equipment, materials, and practices used in public works construction and maintenance.
- Safe work practices and procedures.

##### **Skill in:**

- Operation of hand tools, power tools, and maintenance equipment.
- Operating light and medium-duty vehicles and construction equipment.

##### **Ability to:**

- Perform heavy manual labor for extended periods.
- Work safely and follow established safety practices.
- Read and follow written and verbal instructions.
- Communicate effectively with coworkers, supervisors, and the public.
- Maintain effective working relationships with others.

#### **Tools and Equipment Used**

- Motor vehicles and equipment including dump trucks, pickup trucks, utility trucks.
- Hand and power tools, including shovels, wrenches, saws, compactors, pumps, compressors, and generators.
- Communication devices such as mobile radios and phones.

- Detection devices and other specialized equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequent use of hands to handle or operate tools and controls.
- Regularly required to stand, walk, talk, and hear.
- Occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, or smell.
- Frequently lift and/or move up to 25 pounds; occasionally up to 100 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently works outdoors in varying weather conditions.
- Regular exposure to moving mechanical parts, wet or humid conditions, and vibration.
- Occasional exposure to high places, fumes, airborne particles, toxic chemicals, and electrical hazards.
- Noise level is typically loud.

### **Selection Guidelines**

- Formal application required.
- Evaluation of qualifications based on education and experience.
- Interview process and reference checks.
- Job-related testing may be required.

*This job description does not constitute an employment agreement and may be modified as required to meet the needs of the City of Orland.*