

**CODE ENFORCEMENT MAINTENANCE WORKER I
CODE ENFORCEMENT MAINTENANCE WORKER II**

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

SUMMARY DESCRIPTION

Under supervision (Code Enforcement Maintenance Worker I) or general supervision (Code Enforcement Maintenance Worker II), performs a variety of Code Enforcement maintenance work in medians, right-of-ways, open spaces, trails, channel systems, and other areas; performs tree maintenance and removal work including pruning; performs weed abatement; picks up litter, garbage, and debris from assigned areas; and maintains and operates a variety of hand and power tools and equipment.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Maintenance Worker I – This is the entry level class in the Code Enforcement Maintenance Worker series performing routine and less complex maintenance duties while learning City and Code Enforcement policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Code Enforcement Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Code Enforcement Maintenance Worker II – This is the full journey level class within the Code Enforcement Maintenance Worker series. Employees within this class are distinguished from the Code Enforcement Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Code Enforcement Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Code Enforcement Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

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

1. Patrol the City and remove trash and debris; respond to complaints of illegally dumped trash and debris; assist with abatement of similar conditions of private property.
2. Implement the shopping cart ordinance by collecting and storing abandoned shopping carts, contacting stores and arranging for retrieval of the carts.

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3. Maintain, trim, prune, and remove trees; after proper training, operate hydraulic lift bucket as necessary in order to remove dead, broken, or superfluous branches or tops of trees; clear limbs and brush from signs, street lights; remove stumps; chip brush; renovate tree wells; remove rotted tree areas by chiseling; cut and remove roots; remove diseased, standing, or fallen trees.
4. Assists Code Enforcement Officers by performing work in a variety of fields in the abatement process. Cuts grass, trim shrubbery, remove weeds, loads and unloads dirt, gravel, removes trash and other debris from properties and alleyways, assist in the board up of vacant unsecured properties. Collects and disposes of refuse.
5. Clean and maintain city-wide areas, athletic fields, tennis courts, paved areas, paths, walkways, playgrounds, and stairways; pick up litter, garbage, and debris from city wide areas; remove graffiti from City-owned structures and facilities.
6. Clean and maintain storm drains, drainage ditches, creeks, and culverts including removing debris and trash.
7. Conduct traffic control when working in traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
8. Operate a variety of hand and power tools, such as hand mowers, edgers, blowers, hedge trimmers, long-handled clippers and similar tools, weed eaters, chain saws, rakes, shovels, hoes, brooms, and other maintenance tools.
9. Operate a variety of light duty motorized equipment in the maintenance of city-wide areas; drive pickup trucks, boom trucks and other motorized vehicles and equipment; load and unload trucks of refuse, trimmings, sand, rock, and other material.
10. Perform preventative maintenance to vehicles, equipment, and tools and make minor adjustments and repairs; report the need for major repairs and maintenance.
11. Perform a variety of highway maintenance duties; pick up debris and litter.
12. Inspect assigned areas; respond to emergencies and public calls as necessary; correct or report safety hazards.
13. Respond to public inquiries and request in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. Prepare and maintain a variety of records and reports related to work performed.
15. Estimate and secure parts and materials required to complete assignments; order parts and supplies as necessary.
16. Coordinate neighborhood clean ups with other departments.
17. Perform homeless encampment clean up and coordinate this effort with other departments.
18. Attend training and safety meetings as necessary.
19. Read maps and interpret plans, specifications, and maintenance manuals.

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20. Observe safe work methods and safety precautions related to all work sites.
21. Train and direct the work of others as necessary.
22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- City and Code Enforcement policies and procedures.
- Operation and maintenance of a wide variety of commonly used hand and power landscaping tools and equipment.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a variety of clean up and maintenance work in medians, right-of-ways, open spaces, trails, channel systems, homeless encampments, and other city-wide areas.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Read maps and interpret plans, specifications, and maintenance manuals.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Code Enforcement Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of Code Enforcement maintenance work experience.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Code Enforcement Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in Code Enforcement maintenance.

Experience:

Two years of Code Enforcement maintenance experience comparable to a Code Enforcement Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Traffic Control certification is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee 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.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; may work irregular hours; exposure to potentially hostile individuals and environments; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: August 2019

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.