



**CLASS SPECIFICATION**  
**Maintenance and Operations Technician**

<b>CLASS SERIES</b>	<b>BAND/GRADE/SUBGRADE</b>	<b>FLSA STATUS</b>
Maintenance and Operations	B21-B23	Non-Exempt

**CLASS SUMMARY:**

This class is the second level in a four-level Maintenance and Operations series. Incumbents perform semi-skilled and skilled activities in assigned area of responsibility such as maintaining facilities, traffic support systems, traffic signals or providing specialized technical services.

**DISTINGUISHING CHARACTERISTICS:**

This class performs semi-skilled and skilled maintenance and repair work which may include providing guidance and technical knowledge to Maintenance and Operations Workers ensuring proper procedures and quality service. As assigned, may supervise other Maintenance and Operations staff, which includes conducting performance evaluations, coordinating training and implementing hiring, discipline and termination procedures.

**ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Inspects, maintains, troubleshoots and repairs assigned facilities, structures, equipment or traffic support systems; performs emergency maintenance.
- Develops schedules for routine maintenance; maintains records and prepares reports for maintenance activities.
- Responds to citizen/customer inquires, requests and complaints.
- Creates and maintains safe work zones.
- As assigned, supervises staff to include: Prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.
- Orders parts and equipment; researches vendors and prices; purchases parts and supplies/makes purchasing recommendations.
- Inputs/scans data into computerized systems; records information on logs and records; generates reports. Reads and follows blueprints, maps, technical and operational manuals and instructions.
- Performs other duties of a similar nature and level as assigned.

**POSITION SPECIFIC RESPONSIBILITIES:**

Positions assigned to **Traffic Signal Technician** may also be responsible for:

- Inspecting, troubleshooting, modifying, installing and repairing traffic signals, traffic signal timing, battery backup, lighting systems, conduits, poles, signal heads, controllers, switches, video cameras, vehicle detectors and wired and wireless



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communication facilities;

- Maintaining In-Pavement flashing light systems for crosswalks, flashing beacons and driver speed feedback signs; and
- Consistently responding to calls for traffic signal emergency repairs including knockdowns within one hour 24 hours a day, 7 days a week except when backup services are in operation.

Positions assigned to **Buildings Maintenance Coordinator/Maintenance and Operations Technician** may also be responsible for:

- Performing a wide variety of semi-skilled and skilled facility maintenance work such as carpentry, painting, tiling, masonry, plumbing, mechanical and electrical;
- Recommending source for repairs (in-house or contracted out);
- Overseeing vendor contracts for facilities-related services (i.e. janitorial);
- Maintaining select facilities in a state of “readiness” for emergency operations;
- Implementing and overseeing preventive maintenance program; and
- Maintaining facility safety and efficiency.

#### **TRAINING AND EXPERIENCE:**

High School Diploma or GED and four (4) years experience related to area of assignment. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING/CERTIFICATIONS:**

- Valid Class C California Driver’s License
- Valid Class B California Driver’s License (with air brake enhancement) for Traffic Signal Technician position.
- As assigned, IMSA Traffic signal maintenance Level I certification and Work Zone safety or equivalent may be preferred.

#### **KNOWLEDGE OF:**

- Principles of mathematics as applied to engineering and/or building construction;
- Basic principles and practices of engineering and/or construction design;
- Supervisory principles;
- Recent developments, current literature and sources of information regarding assigned maintenance area;
- Applicable local, state and federal laws, rules and regulations.
- Occupational hazards and applicable safety principles and practices;
- Basic math including addition, subtraction, multiplication and division;
- Modern office procedures; and
- Modern office equipment.

Positions assigned to **Traffic Signal Maintenance** may also require knowledge of:

- Principles of electrical circuitry and electronics;



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- Traffic signal and lighting inspection and testing methods; and
- Maintenance of NEMA Econolite, Econolite and Iteris video detection systems.

Positions assigned to **Facilities Maintenance** may also require knowledge of:

- Best practices and procedures of electrical and plumbing work; and
- Operation and maintenance of a variety of construction tools and equipment.

### **SKILL IN:**

- Operating applicable tools, equipment and testing devices;
- As assigned, supervising and evaluating employees;
- As assigned, prioritizing and assigning work;
- Exerting physical effort in moderate to heavy work;
- Applying technical knowledge to perform and/or troubleshoot skilled and semi-skilled tasks;
- Using independent judgment in routine and emergency situations;
- Maintaining accurate records and logs and producing technical reports;
- Comprehending and correctly using informational documents including customer complaint forms, receipts, invoices, City maps and blueprints;
- Operating computer equipment and applicable software;
- Applying local, state and federal laws, rules and regulations; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.