



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

PUBLIC WORKS MAINTENANCE II

DESCRIPTION

The Public Works Maintenance II position has the responsibility as follows:

WORKING HOURS

- Works week-ends, supervises work furlough participants.
- Crew hours for the participants will be from 7:00A.M. until 2:00P.M. There will be two fifteen minute breaks, one in the morning and one in the afternoon. Lunch will be thirty minutes, starting at 11:00A.M until 11:30A.M.
- The work week will be Thursday, Friday, Saturday, Sunday and Monday. The scheduled hours are from 6:30A.M. until 2:30P.M. There will be two fifteen minute breaks, one in the morning and one in the afternoon. Lunch will be from 11:00A.M until 11:30A.M. Lunch is not duty free because supervision for the crew is expected at all times. Breaks shall be granted within each four hour work period and are at the discretion of the Public Works Maintenance II.

LEAVE ADMINISTRATION

Sick leave, personal leave, emergency leave, etc., leave of short time and notice.

- During these times, the participants will be assigned to Maintenance II's in the Public Works Department who have the most appropriate need and greatest desire.
- For scheduled leaves of more than two days, the participants will be assigned to a Maintenance II in the Public Works Department or to an Acting Public Works Maintenance II if the need is most appropriate. The Acting position will be established through the Public Works Maintenance II test and assigned according to the Memorandum of Understanding.
- Weekend coverage will be offered only to employees on established Public Works Maintenance II lists and Maintenance II's in the Public Works Department.

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CREW

- Crew size will be from eight to eleven people. More than ten, including the driver, requires a Class B driver's license.
- Daily training shall be given by the Public Works Maintenance II. This training is to consist of program expectations, work assignments and safety procedures (videos, cassette, and handout).

DOCUMENTATION/REPORTS

- Daily documentation will be done by way of our work order system. This will allow us the ability to generate reports such as tasks done, costs, labor requirements, etc.
- Daily attendance records will be required by the city as well as county agencies. Additionally, many county agencies need to know if the participants do not come to work or if there was a problem.
- Daily training records i.e. a check off sheet needs to be signed by the participants.
- Records must be kept of all injuries, concerns and problems.

INJURY PROCEDURES

- Always notify the supervisor in charge and participating agencies of all injuries.
- In case of injuries participant is to be taken to County facility

WORK ASSIGNMENTS

- All assignments will be scheduled by the Supervisor.
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- All requests need to be made through Public Works.
- This program is not to be used to replace hired personnel. It is only to be used in those job tasks where non-skilled menial labor is needed. No power equipment is to be used by the participants.

SECURITY

- Participants shall park their vehicles in the area on the outside of the Corporation Yard fence i.e. on the street.
- Participants are to be supervised at all times.
- Participants are not to be in the buildings unless close supervision is available.

PUBLIC WORKS MAINTENANCE II

- The Public Works Maintenance II is not expected to stop workers from leaving the job site, impose disciplinary action, and engage in harsh reprimands or physical action against the participants.
- Any of the above activities should be reported to the supervisor and participating agency.
- The Public Works Maintenance II is expected to provide supervision, training, record keeping and other duties according to the job description.

LICENSE

Possession of a California Driver's license with a satisfactory driving record.