

**COUNTY OF SOLANO**  
**PUBLIC WORKS TRAINEE**

**Rev. 03/06**

**DEFINITION**

Under immediate supervision, performs a variety of maintenance tasks related to the assigned section of the Public Works Division within the Department of Resources Management; performs related duties as required.

**CLASS CHARACTERISTICS**

This is an entry level class learning work methods and techniques in an assigned section of the Public Works Division. Incumbents may be assigned to the Roads, Traffic Maintenance, or Flood Control sections.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include but are not limited to the following:

1. Assists in permanent patch, pot hole patch, culvert installation, chip seal, dust coat, blade patch, crack sealing, and pavement removal and replacement on various road projects; applies oils, aggregates and blacktop to roadways.
2. Clears brush, weeds, trees, debris from channels, channel roads, bridges or leaves using power and manual equipment and herbicides; helps reconstruct damaged bridges, channel or leaves and places rip rap.
3. Learns to install and repair road signs and sign posts at proper height and angle and regularly inspects all signs on an assigned route; washes all signs using a power washer as needed and maintains a traffic sign log book.
4. Completes training as a flag person.
5. Learns district boundaries and roads within it.
6. Learns to perform daily pre-op and post-op of equipment to which assigned
7. Learns to use hand tools associated with various activities of road maintenance.

8. Cleans and picks up litter and debris in and around County right of ways and County roads.
9. Learns to perform operator maintenance, according to lube chart or owners manual, on equipment.
10. Learns to fuel mobile equipment and check fluid levels; mount, rotate, and repair tires on passenger vehicles, trucks and heavy construction equipment; change oil, lube vehicles, inspect brakes, inspect steering and suspension systems, check tires and lighting systems.

### **QUALIFICATION GUIDELINES**

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED equivalent required.

AND

Three (3) months work experience in construction trades required.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

Working knowledge of tools and equipment commonly used in maintenance/construction activities.

##### **Skills to:**

Operate a motor vehicle and various road maintenance equipment including a tractor, grader, dump truck, forklift, front-end loader, an asphalt roller, and an emulsion pot.

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

Understand verbal and written directions;

Communicate effectively both verbally and in writing;

Establish and maintain cooperative working relationships;

Demonstrate tact and diplomacy;

Maintain accurate records and document actions taken;

Organize and prioritize work assignments;

Make routine arithmetical calculations;

Recognize and respect limit of authority and responsibility.

### **SPECIAL REQUIREMENTS**

Independent travel is required.

Possession of a valid Class C California Driver's License is required.

Possession of a valid Class B California Driver's License within three (3) months of employment.

Possession of a valid Class A California Driver's License with an X endorsement (Hazardous Materials) within six (6) months of employment.

Incumbents of this class will demonstrate necessary knowledge and abilities to be promoted to the journey level within twelve (12) months of appointment.

### **SUPPLEMENTAL INFORMATION**

Incumbents and candidates applying for positions in this class will be subject to, depending on job assignment, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law.

Candidates for some positions in this class may be required to pass a background investigation in accordance with applicable policy.

Incumbents may be required to work outside normal business hours.

Incumbents in this classification will be flexibly promoted to the journey level Public Works Maintenance Worker upon the completion of one (1) year of satisfactory performance as a Public Works Trainee.

**ADA COMPLIANCE**

**Physical Ability:** Incumbents must be able to perform heavy manual labor associated with Public Works Maintenance tasks involving the full range of body movements involving reaching, bending, grasping and climbing.

**Sensory Requirements:** Requires visual perception and discrimination and the ability to recognize and identify sounds associated with job-related objects, materials and tasks.

**Environmental Factors:** Incumbents may be required to work out of doors in all types of weather conditions, work with asphalt and/or in high water streams, rivers and channels.

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Yolanda Irigon  
Director of Human Resources

**BOS Date:** April 26, 1991  
**CSC Date:** March 8, 2006