



CLASSIFICATION SPECIFICATION MAINTENANCE WORKER I

JOB SUMMARY:

Under general supervision, the Maintenance Worker I performs general maintenance and repairs to City facilities, landscape, electrical systems, irrigation systems, plumbing, street trees, sewers, storm drains, streets, curbs, gutters, sidewalks, alleys, street signs, and traffic signals, and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Maintenance Worker I performs entry-level, manual-skilled maintenance work in support of an assigned crew. This class differs from a Maintenance Worker II in that the incumbent performs more routine maintenance duties while learning City policies and procedures. As experience is gained, there is the potential for greater independence of action within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Performs a variety of maintenance and repairs to parks, grounds, playgrounds, athletic fields, swimming pools, and City buildings and facilities; mows and weeds lawns; trims and prunes trees and shrubs; installs and repairs sprinkler systems; waters planted areas; and performs general custodial work.
- Paints crosswalks, safety zones, curbs and parking stalls, street signs, and traffic signs; performs concrete/asphalt repair; assists with traffic control for special events by placing barricades and temporary signs; performs routine sewer maintenance; and removes weeds and debris from ditches, drainage areas, and roadside shoulders.
- Operates a variety of hand and power tools and performs maintenance on such equipment, and operates power driven equipment such as aerial lift trucks, dump trucks, rollers, skid steer loader, backhoe, and sewer combination trucks as directed.
- Responds to maintenance service requests; coordinates work activities with other crews and City departments; develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; and confers with other professional and technical staff on a variety of public works maintenance projects.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic equipment operations, techniques, and methods used in the construction and maintenance of street, landscape, and facility work; common power tools and equipment used in street, landscape, and facility maintenance; applicable federal, state, and local laws including State Department of Health and OSHA regulations; and safety orders and safe work practices related to street system construction and maintenance work.
- Basic mathematical principles; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Operate a variety of vehicular and mechanical equipment in a safe and efficient manner; correctly interpret and apply department policies and procedures; and read plans and diagrams.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year of experience in the maintenance field.
- Local government experience is desirable.

Licenses and Certifications:

- Possession or the ability to obtain within one year of appointment a Grade Level 1 Certification in Collection Systems Maintenance may be required.
- Possession or the ability to obtain within six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: July 31, 2017