



HUMAN RESOURCES DEPARTMENT

MAINTENANCE WORKER I**DEFINITION**

Occupants of this entry level classification in the maintenance worker series are in the classified service. The positions assigned to this classification perform routine unskilled manual labor. Work is usually performed under immediate supervision. However, work of a routine or repetitive nature may be performed under only general supervision after training. Positions in this classification work in a variety of divisions in the Public Works and Parks, Recreation and Community Services and Transportation Departments.

SUPERVISION RECEIVED AND EXERCISED

Depending upon assignment, the positions assigned to this classification may receive supervision from a variety of classifications which may include direction from higher level Maintenance Worker classifications.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

Positions assigned to the Public Works Department:

1. Assists in repairing asphalt failures by cleaning and filling potholes or cracks using hand tools such as a shovel or rake and power tools such as pavement breakers.
2. Assists in sealing cracks in asphalt pavement streets.
3. Assists in repairing and replacing concrete sidewalks and curbs including the construction of forms and rodding, tamping and finishing the concrete.
4. Performs graffiti removal using a variety of equipment such as ladders, pressure washers, paint brushes/rollers, and airless sprayers.
5. Assists in the cleanup of fallen tree branches and other tree related emergencies.
6. Assists in the cleanup and mitigation of sanitary sewer overflows and other wastewater maintenance emergencies.
7. Assists with weed removal in the public right of way including traffic medians, sidewalks, alleyways and bike paths.
8. Performs related duties as assigned.

Positions assigned to the Parks, Recreation and Community Services Department:

1. Assists in turf maintenance in City parks and landscaped areas using lawnmowers, power edgers, and other tools.
2. Assists in checking sprinkler heads for proper functioning. Cleans and adjusts heads as necessary. Reports problems to Supervisor.

ATTACHMENT 2 – FINAL REVISED CLASSIFICATION SPECIFICATION

3. Assists in the planting of flowers in planters, medians, and other landscaped areas.
4. Assists in controlling the growth of weeds in lawn areas, shrub beds, and flower beds using hand tools and weed eaters.
5. Assists in picking up and disposing of trash and debris from roadsides, parks, and other areas.
6. Under close supervision, operates a variety of power tools such as, chain saws, hedge trimmers, weed eaters, pruning shears and leaf blowers.
7. Operates a pick-up truck.
8. Performs related duties as assigned.

Positions assigned to the Transportation Department:

1. Routinely inspects and cleans facilities, bus stops (including shelters, benches, trashcans and signs). Reports and problems to immediate supervisor.
2. Assists with the maintenance of facilities, bus stop shelters and related equipment, such as benches and trashcans using hand and power tools.
3. Assists in repairing and replacing of new bus stop poles, signs, LED displays, shelters and related property. Reports any customer complaints to appropriate staff.
4. Under close supervision, operates a variety of power tools, secures equipment, and reports any problem with equipment to immediate supervisor.
5. Performs graffiti removal at bus stop shelters, trash receptacles, and surrounding sidewalk areas using a variety of equipment such as ladders, pressure washers, paint brushes/rollers and airless sprayers.
6. Assists in the maintenance and repair of shelters which includes drilling and breaking concrete and/or asphalt for the purpose of removing poles and related property.
7. Changes bulbs such as fluorescent and LED lights.
8. Performs related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Safety procedures including personal protective equipment and use of chemicals..
- Proper use and care of hand and power tools.

Skill and Ability to:

- Understand and follow specific verbal and written instructions.
- Operate and learn to operate a variety of power tools.
- Perform heavy and physically demanding work for lengthy and continuous periods of time.
- Communicate effectively with the public, fellow employees and supervisors.
- Learn the methods used in performing work tasks accomplished by the maintenance worker classifications.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: six months experience in the use of hand and power tools and performing manual labor for lengthy and continuous periods of time.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the ability to work in and around City parks, streets, medians, sidewalks, alleyways and bike paths.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 100 pounds and may occasionally weigh over 100 pounds.
- May be required to work in inclement weather.
- May be required to work with harsh and toxic substances with the proper training.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level with the proper training.
- May be required to work around foul odors.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts. May be required to work around electrical current.

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