

MAINTENANCE WORKER

AGENCY/DEPARTMENT: Public Works/Parks and Maintenance

Reports to: Varies Supervises: N/A

Approved By HR Director: Sanda Matthews
Date Approved: 9/6/06
Date of Last Revision: 09-01-2004

JOB SUMMARY: Under close supervision, performs a variety of manual tasks in the maintenance and repair of park grounds, parkways, medians, facilities, pools, or streets, curbs, gutters and related structures; operates and maintains a variety of power equipment and hand tools; may operate light and medium duty equipment; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- 1. Performs manual labor related to the repair and maintenance of sidewalks, curbs, gutters and other related concrete work.
- 2. Patches potholes, assists with root removal, raises manholes, cleans ditches and loads trucks.
- 3. Operates all Class C equipment to transport materials, equipment, tools and work crews.
- 4. Replaces sprinklers, irrigates trees, plants shrubs, grass and landscaped areas.
- 5. Cleans, paints and maintains park buildings, rest rooms and recreation facilities.
- 6. Inspects playground equipment and adjoining areas for broken glass, dangerous objects and other safety hazards.
- 7. Performs a variety of building maintenance and repair activities in the areas of plumbing, mechanical and electrical work.
- 8. Assists in the fabrication, installation, and maintenance of traffic signs.
- 9. Assists in painting roadway striping using pressurized painting equipment.
- 10. Performs pool maintenance and minor repair, including testing and adding chemicals; cleans pools and maintains filters and related equipment.
- 11. Participates in carpentry work and painting buildings, structures and fixtures.
- 12. Moves furniture, tears down and reassembles partitions; cleans and repairs fountains.
- 13. Cleans building roofs and gutters.
- 14. Completes daily and monthly inspection records.
- 15. Assists in performing electrical work.
- 16. May use an aerial lift to work at varying heights.
- 17. May perform emergency maintenance work in natural disasters.

QUALIFICATION GUIDELINES:

EDUCATION: High school diploma or recognized equivalent.

EXPERIENCE: Six months of construction, grounds, maintenance or custodial maintenance work.

KNOWLEDGE OF:

- > Proper and efficient use of hand and power tools and equipment.
- > Techniques and materials used in the maintenance and repair of streets, gutters, sidewalks and related work.
- Work safety rules and procedures.

- > Pesticide application and gardening methods for the care of trees, shrubs, plants, flowers, grass and other landscaped areas.
- > Basic plumbing and carpentry methods.
- > Basic pool maintenance and chemical application.
- > Traffic control methods and proper placement of safety barricades and cones.
- ➤ Building maintenance, repair, carpentry, painting and plastering methods and techniques.
- Basic codes associated with plumbing, painting, electrical, mechanical, and carpentry trades

ABILITY TO:

- > Perform manual work requiring strength and stamina appropriate to area of assignment.
- Under-trim trees, shrubs and large plants at ground level.
- > Operate equipment such as a backhoe, tractor, riding mower, trencher, chain saws, brush chippers, and roadway line striping equipment.
- > Operate pool maintenance and chemical testing equipment.
- Make mathematical calculations in order to mix chemical applications.
- > Complete basic work activity records and reports.
- > Understand and follow oral and written instructions.
- > Perform maintenance tasks independently, following established work procedures and techniques.
- > Establish and maintain cooperative working relationships.

LICENSES:

- Valid Class C CA driver license.
- > Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

FLSA Exemption Status: Non-Exempt Employee Unit: # 6, Miscellaneous Services

Job Family: Parks and Maintenance
Class Progression: Maintenan

Maintenance Worker

Sr (Facilities/Parks/Streets) Maintenance Worker (Facilities/Parks/Streets) Maintenance Technician Sr (Facilities/Parks/Streets) Maintenance Technician

Parks & Maintenance Specialist