



Job Description

Title:	Maintenance Worker I		Revised:	03/2010
Salary Level:	13		FLSA Status:	Non-exempt
Supervisor:	Applicable Maintenance or Parks Supervisor	Supervises:	None	
Job Family:	Maintenance Worker Series	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Under immediate supervision, performs work of routine difficulty in equipment, machinery, building, facility, grounds, street maintenance, and public utility maintenance. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Performs basic maintenance, repair, construction and installation work.
- Digs holes, trenches, and ditches using picks, shovels, jack hammers, spades, cultivating forks, post hole diggers and other tools: loads, unloads, shovels, and rakes sand, gravel, dirt, fertilizer, loam, asphalt, and other materials.
- Maintains awareness of safety procedures and practice on work assignments.
- Cleans and flushes sewers and catch basins; removes debris from sewer and gutters.
- Prepares/finish trenches for water and sewer installation.
- Ability to operate/maintain hand tools, power tools and motorized equipment.
- Maintains, replaces, and repairs infrastructures.
- Measures, cuts and threads pipe.
- Cleans and monitors pump stations and related equipment.
- Maintains daily log.
- Makes minor adjustments on service equipment.
- Repairs, maintains, and installs water meters and related water service lines.
- Performs general carpentry, electrical, painting, plumbing and mechanical work in building maintenance.
- Performs related duties as required.
- Participates in the repair of sewer lines, checking of sanitary sewers, laying of sewer pipes, and installation of sewer connections.
- Performs labor in the planting, cultivating, trimming, removing, watering, and spraying of lawns, plants and other vegetation.
- Mows and trims lawns, rakes leaves, hoes weeds, clears paths and trails, empties trash containers, cleans equipment, structures, and facilities, such as courts, swimming pools, park grounds, restrooms and work areas.
- Performs labor in the erecting of tree supports, building of park benches, barbeque pits, retaining walls and other items.
- Sets up cones and barricades for traffic and safety control, may perform as a flag person.
- Lifts heavy weights.
- Uses tools such as air spades, tampers, picks, shovels, hoes, rakes, pruning shears, rototillers, trimmers, shears, edgers, loppers, pruners and other items.

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DINSTINGUISHING CHARACTERISTICS

This is the entry level class for positions engaged in equipment, machinery, building, facility, grounds and street maintenance and utilities work. Incumbents in this class perform unskilled laboring functions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

- Ability to follow oral and written instructions.
- Ability to perform basic arithmetic calculations.
- Ability to read, write and understand English.
- Ability to operate light automotive equipment and vehicles.
- Establish & maintain effective relationships.
- Meet schedules and time lines.
- Ability to make simple measurements.
- Ability to perform heavy manual labor for extended periods of time.
- Ability to learn department operations and policies.
- Ability to learn sections of codes and laws.

KNOWLEDGE OF

- Knowledge of the use and care of common hand tools used in equipment, machinery, building, facilities, grounds, utilities (sewer, water and storm drains) and street maintenance.
- Knowledge of safety practices and precautions to be used in work.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California drivers license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and perform work which involves the frequent lifting, pushing and or pulling of objects which may occasionally weigh up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.