



MAINTENANCE WORKER

AGENCY/DEPARTMENT:
Public Works/Parks and Maintenance

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

Reports to: Varies
Supervises: N/A

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: Maintenance Worker
Sr (Facilities/Parks/Streets) Maintenance Worker
(Facilities/Parks/Streets) Maintenance Technician
Sr (Facilities/Parks/Streets) Maintenance Technician
Parks & Maintenance Specialist