



May 2007
FLSA: NON-EXEMPT

MAINTENANCE WORKER I

DEFINITION

Under direct supervision, learns to and performs a variety of work in the construction, modification, maintenance, repair, and operation of Town infrastructure, including streets, traffic controls and structures, storm and sanitary sewer systems, buildings and facilities, parks, and landscapes; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Public Works or Parks Supervisor, Senior Maintenance Worker, or Maintenance Worker II. No supervision of staff exercised, may supervise court appointed workers.

CLASS CHARACTERISTICS

This is the entry-level class in the Maintenance Worker series. Initially under close supervision, incumbents with basic maintenance experience learn Town infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from Maintenance Worker II in that the latter is the more experienced class, requires a higher level of knowledge, skill, experience, licenses, and certifications, and may exercise technical and function direction over and provide training to lower-level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing the street maintenance assignment:

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of Town streets and related facilities.
- Provides for the maintenance and repair of Town streets and roadways, including loading and unloading asphalt; transporting necessary materials, tools, and equipment; digging trenches by hand; shoveling and spreading asphalt; patching, painting and striping, and repairing streets by filling in potholes; digging out and patching damaged pavement; and finishing concrete as required.
- Provides installation, maintenance, and repair of traffic signs, including installing sign posts and signs in accordance with Town, State, and Federal codes.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians; trims trees and bushes to clear traffic signs and roadways; removes debris and other hazards from street, roadways, and sidewalks.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting structures, cleaning drains and gutters, and reporting any needs for repair or reconstruction.
- Installs street barricades and cones to ensure safe conditions for the public and Town workers.

When performing the wastewater systems assignment:

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the Town's wastewater infrastructure system.
- Maintains wastewater lines and pump stations to ensure continuous flow of Town wastes.
- Cleans sanitary wastewater lines in the collection system by means of hydro cleaning and rodding.
- Provides maintenance and repair of wastewater mains and laterals.

- Installs and maintains wastewater manholes and makes minor repairs as directed.
- Inspects wastewater lines, pump stations, and manholes to ensure compliance with established codes.
- Maintains the Town's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the Town, including repairing broken wastewater mains and parts, and hydro-cleaning to ensure clean and open distribution.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the Town's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.

When performing the parks assignment:

- Performs a variety of technical landscape construction duties, including planting, transplanting, cultivating, watering, trimming, mowing, and maintaining flowers, shrubs, and trees; pruning and repairing damaged trees; irrigating, mowing, and fertilizing turf; trimming; planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of Town parks, landscapes, and street trees, and related facilities.
- Installs, inspects, and maintains park equipment and grounds to ensure safe operating conditions for citizens, including making repairs.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning, repairing, and restocking restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas.
- Installs/repairs irrigation equipment, including irrigation pipes, testing systems, and making repairs.
- Makes emergency repairs to park buildings, playground equipment and facilities; paints Town facilities and performs minor plumbing projects; assists with the maintenance of the pool facility.
- Check parks for vandalism and removes graffiti.
- Prepares and issues notices of violation and citations for violation of the Town Municipal Code and other applicable codes and statutes.
- May be assigned to open and close certain parks.

When performing the facilities assignment:

- Maintains, repairs, and replaces plumbing systems and fixtures, such as faucets, drinking fountains, water heaters, water closet, urinals, water regulators, and pressure valves.
- Maintains, repairs, and replaces electrical systems, including light switches, motors, wall receptacles and conduits; replaces light bulbs and time clocks.
- Provides periodic maintenance to air conditioning and heating units; repairs and replaces parts as necessary.
- Performs basic repairs to buildings, including plaster patch, painting, masonry, and replacing glass.
- Builds and repairs cabinets and counters; installs and repairs stairs; builds storage units; installs and repairs ceiling tiles, floor tiles, linoleum and/or carpet; hangs doors; repairs and replaces sheet rock; repairs and patches roofs, paints and/or stains as necessary.
- Performs minor maintenance and repairs on equipment or buildings, such as replacing light bulbs, fixing doors, or minor painting.
- Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.
- Unlocks and locks entrances to buildings; inspects buildings for safety hazards.

- Maintains Town swimming pool; identifies chemicals necessary to ensure proper chlorination and circulation of the pool.
- Operates a variety of electrical cleaning equipment; maintains and orders equipment and supplies.
- Performs various tasks in moving or rearranging furniture, desks and other equipment; sets up rooms and other Town facilities for meetings and special events.
- Assists in performing custodial duties as necessary.

When performing all assignments:

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates and maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Orders supplies and materials as needed and as directed.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and Town workers.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic maintenance principles, practices, tools, and materials for maintaining and repairing streets, including traffic signs, street marking, and asphalt and concrete repair; storm and sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and pump systems; and parks, including landscape construction, street tree maintenance, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties.
- The operation and minor maintenance of a variety of light, medium, and heavy construction and related equipment, Town vehicles, hand and power tools, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

Ability to:

- Perform basic construction, modification, maintenance, and repair work on streets, wastewater collection systems, facilities, and equipment, parks, landscapes, and athletic fields, such as found in the Town.
- Operate specialized street maintenance and repair equipment and wastewater-cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.

- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in construction, maintenance, or repair of streets and traffic, underground utilities, general construction, parks and landscapes, or buildings and facilities maintenance.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Certain positions may be required to obtain a valid California class B driver's license within a timeframe specified by the Town.

If assigned to parks or facilities maintenance:

- Must complete a course in Penal Code 832, Arrest, Search, and Seizure within a timeframe specified by the Town.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Participates in after-hours emergency response and on-call and callback assignments.