

**MAINTENANCE WORKER****DEFINITION**

To perform a wide variety of manual, semi-skilled, or skilled maintenance tasks in the construction, installation, repair, and maintenance of Town-owned streets, parks, landscaped areas, and related facilities and systems.

**DISTINGUISHING CHARACTERISTICS**

Incumbents of this class initially perform a wide range of routine construction and maintenance tasks, some of which may be semi-skilled in nature. Positions assigned to this class perform with greater independence and discretion as knowledge and abilities are acquired. This class is distinguished from the Senior Maintenance Worker level in that the latter performs the most complex duties and has lead supervisory responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory and management staff.

Incumbent may exercise technical supervision over less experienced staff within assigned work unit.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES**

When assigned to any area:

- Utilize proper safety precautions related to all work performed.
- Perform heavy manual labor including lifting heavy weights, stooping, bending and twisting.
- Perform routine preventive maintenance on equipment as assigned
- Maintain routine records and documentation.
- Respond to emergency situations.
- Set up traffic safety devices such as cones, signs and barricades as necessary.
- Perform related duties as assigned.
- Employees within this category may be assigned duties in either division at the discretion of supervisory or management staff.

When assigned to Street Maintenance:

- Perform street maintenance duties; operate construction and maintenance equipment such as, but not limited to, trucks, backhoes, loaders, and rollers for a variety of construction and maintenance operations involving streets, sidewalks and gutters.
- Repair and patch streets by hand-sweeping surfaces, loading asphalt, raking and shoveling asphalt and operating an asphalt spreader.
- Participate in concrete work for the repair of curbs, gutters and sidewalks.
- Operate trucks; asphalt rollers, concrete saws, skip loaders, compressors and other equipment.
- Clean drainage ditches and catch basins, as required.
- Perform regular storm drain maintenance and emergency storm work.
- Repair, install and maintain traffic control devices.

When assigned to Park Maintenance:

- Perform park maintenance duties; operate landscape and maintenance equipment such as, but not limited to, mowers, tractors, trenchers, chain saw, shipper, vehicles and equipment; utilize a variety of hand and power tools in the park landscape maintenance work; assist in routine maintenance of such equipment.
- Prepare and maintain athletic fields and related facilities; clean restrooms and pick up litter around parks and medians.
- Perform a variety of duties in the maintenance and repair of irrigation systems.
- Water, mow, weed, trim, renovate and fertilize lawns; prune trees and shrubs; plant trees, flowers and shrubs.
- Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used.
- May operate light to moderate construction equipment including skip loaders, backhoes, tractors, mowers, and trucks on routine assignment or on a training basis.

- Clean and care for tools and equipment.

## **QUALIFICATIONS**

### **Knowledge of:**

Methods, techniques and procedures related to parks and street maintenance.

Traffic laws, ordinances and rules involved in truck and equipment operations.

Purpose and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic and hydraulic equipment.

Hazardous material and proper safety requirements.

Uses and purposes of general construction tools and equipment.

Safe work practices.

### **Ability to:**

Perform semi-skilled and skilled tasks in a variety of construction and maintenance activities.

Perform heavy manual labor.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

Use and operate hand tools, mechanical equipment, power tools and equipment required for the work in a safe and efficient manner.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Walking, standing, bending, crouching, or climbing for extended periods of time
- Operating assigned equipment and vehicles

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment and vehicles

Use a personal computer to send and receive work related e-mail; basic research on the Internet, and basic digital camera knowledge.

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One year of construction, landscaping, or maintenance experience.

#### **Education:**

Equivalent to graduation from High School to provide necessary reading and communication skills.

#### **License or Certificate**

Possession of an appropriate, valid California driver's 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; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING CONDITIONS**

Outside environment, exposure to noise, grease, fumes and heavy equipment; may work at heights; work in inclement weather conditions; exposure to hazardous material.