


JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	<h3>MAINTENANCE WORKER I</h3>	
	Salary Level:	12
	FSLA Status:	Non-Exempt
	Established/Revised:	July 2017

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under basic supervision, learns to perform and performs the full array of duties assigned to classes in the Maintenance Worker series, including maintenance, repair, construction, and installation work in streets, parks, and facilities maintenance. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of maintenance and construction tasks. This classification is alternatively staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a Public Works Superintendent and lead supervision from a Maintenance Worker III. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL DUTIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs maintenance, repair, construction and installation work in streets, parks, and building maintenance.

- Mows, edges, and weeds landscaped areas; assists in the installation of new park areas; maintains and upgrades all City parks, pathways and landscape areas.
- Repairs and install streets and sidewalks.
- Operates trucks and other maintenance and construction equipment.
- Utilizes a teamwork approach to learn the department functions necessary to continue effective City operations to allow the City to carry on in case of illness, or unexpected employee turnover; participates in cross-training as needed to accomplish this goal.
- Performs other duties as required or assigned, including but not limited to parks, streets, and utility operations.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

High school diploma or GED equivalent; AND one (1) year of construction, maintenance, or landscape experience; OR an equivalent combination of education, training, and experience.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

Knowledge of:

- Practices, techniques, and materials used in the maintenance, construction, mechanics, and repair of streets, lighting, traffic signs and markings, buildings, parks, and grounds.
- Operational characteristics of standard construction and maintenance tools and equipment; practices and procedures used in weed abatement.
- Safety requirements for operation of trucks and other equipment.
- Occupational hazards and standard safety practices.

Skill in:

- Perform maintenance, repair, and installation of asphalt, sidewalks, signs, parks, and landscaping, lighting, and concrete.
- Operating a variety of tools and equipment used in maintenance and construction.
- Operating hand and power tools competently and safely.
- Performing heavy manual labor.
- Following written and oral directions; communicating clearly and concisely, both orally and in writing.
- Observing safety principles and working in a safe manner.
- Establishing and maintaining effective working relationships.

NECESSARY SPECIAL REQUIREMENTS

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical and environmental 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.

Physical Conditions:

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.

Environmental conditions:

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.