



**MARCH 2015
FLSA: NON-EXEMPT**

MAINTENANCE WORKER I

DEFINITION

Under direct supervision, performs a variety of unskilled and semi-skilled tasks in the cleaning and maintenance of the City's infrastructure, typically in and around City streets, facilities, the harbor or other assigned areas; performs maintenance and repair of landscaped areas, parks, cemetery and public facilities; provides support to various public works tasks and projects; uses and operates a variety of manual and light power tools; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Lead Worker or other supervisory staff. Exercises no direct supervision of staff. May provide guidance to seasonal workers.

CLASS CHARACTERISTICS

This is the entry-level class in the public works maintenance series. Initially, under close supervision with a focus on cleaning and maintenance of streets and the harbor, or other assigned area, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a variety of practices and procedures. Positions at this level, depending on assignment, periodically perform selected duties of the II level, but are not expected to function at the same skill level. The Maintenance Worker I usually exercises less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Since the Maintenance Worker I is often used for cleaning and maintenance, employees may have only limited directly related work experience when hired.

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 Harbor and Street Cleanliness Assignment:

- Sweeps and cleans City streets, the pier and adjacent facilities.
- Operates motor boats to pick up litter and debris from harbor waters and shoreline areas.
- Accepts trash from boat owners and general public and places trash in appropriate containers.
- Hauls and disposes of trash.
- Performs inspection, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public.
- Explains harbor rules, policies and safety regulations to the general public.



When performing All Assignments:

- Operates vehicles and a variety of light equipment related to the maintenance and repair of the assigned areas.
- Operates a variety of light equipment related to the cleaning and maintenance of assigned areas.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains streets, public areas, facilities, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs landscaping and gardening tasks at cemetery, parks, landscaped areas and city facilities.
- Performs a variety of tasks in support in overall maintenance and tasks of the various public works divisions (i.e. landscape, buildings, grounds, streets, wastewater, etc.)
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, tools and procedures used for cleaning purposes.
- Methods and techniques for operation of custodial supplies and equipment.
- Basic principles, practices, tools, and materials as they relate to the maintenance of streets, infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and City staff.

Ability to:

- Clean, maintain and care for assigned areas and tools.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Work independently and as part of a team.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work in harbor and street cleanliness and minor maintenance activities.
- Perform routine equipment maintenance.
- Observe safety principles and work in a safe manner.
- Maintain accurate logs, records, and basic written records of work performed.
- 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.



- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to possession of a high school diploma. Some experience in public infrastructure cleaning, maintenance, and/or public contact is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various City sites; 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 weighing up to 50 pounds, or heavier weights with the use of proper equipment.

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

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.