

**City of Grass Valley
JOB DESCRIPTION**



MAINTENANCE WORKER I

Position: Maintenance Worker I

FLSA Status: Non-Exempt

Department: Public Works Department

Unit: 2/Classified Full-time Position

Reports To: Public Works Management

Adopted: June 18, 2013

SUMMARY OF JOB PURPOSE

This is the entry level class in the Maintenance Worker series. The assigned duties fit a pattern which has been established and consists of duties in the Streets, Facilities, Parks, Water, and Sewer Divisions.

Under general supervision, incumbents in this classification will perform a wide variety of skilled and semi-skilled tasks and are expected to be able to perform heavy manual tasks related to the maintenance of City owned and operated facilities such as Streets, Facilities, Parks, Water, and Sewer.

SUPERVISION RECEIVED AND EXERCISED

Under the authority of the Public Works Director/City Engineer, supervision is provided by Public Works Management staff and/or a Maintenance Worker III.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

The following examples are typical illustrations of duties encompassed by the position classification and are not intended as an inclusive or limiting list. The duties of Maintenance Worker I involve a variety of assigned tasks some of which may involve communication with the general public that have registered complaints and concerns. It is necessary that all employees be proficient in principals of sound customer service skills and be able to take information accurately and pass it on to their supervisor for review. The Maintenance Worker I reports hazards to their immediate supervisor, flags traffic through construction zones, and works a set number of hours in the performance of a wide variety of Public Works activities. Employees in this position may be required to work other than regular hours when emergencies or callout situations occur. Employees in this classification may be expected to work regularly with and occasionally indirectly supervise alternate labor resources.

STREETS DIVISION:

1. Spread hot and cold mix asphalt in the maintenance and repair of City streets, alleys and parking lots.
2. Operate specialized tools and equipment used to repair and maintain City streets, alleys and parking lots.
3. Clean and repair storm drainage systems.

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4. Make street signs, install signs and posts.
5. Participate in snow removal.
6. Repair and construct new sidewalks, curbs, gutters and other incidental street improvements.
7. Apply pavement markings (i.e., painting).
8. Assist in the performance of the Department's weed abatement program.
9. Expected to work continuously in a safe and efficient manner.

WATER/SEWER DIVISION:

1. Assist in the maintenance and repair of laterals and mains (water & sewer).
2. Assist in troubleshooting and inspecting the City's sewer mains and laterals by smoke testing, video inspection, or other methods prescribed by the industry.
3. Assist in the flushing of water mains, fire hydrants, and laterals.
4. Assist in excising water valves.
5. Assist in the cleaning of sewer mains and laterals.
6. Assist in the video analysis of sewer related problems.
7. Become familiar with sewer & water maps and charts.
8. Assist in operations, maintenance and preventative maintenance programs associated with sewer and water facilities, and other system equipment or components.
9. Assist with construction of new sewer or water mains, laterals, system improvements, repairs, and/or other facilities.
10. Expected to work continuously in a safe and efficient manner.

FACILITIES DIVISION:

1. Assist in the maintenance and repair of all City facilities.
2. Assist in the City's janitorial services program for City facilities.
3. Assist in various remodeling and repair projects.
4. Become familiar with basic electrical, plumbing and building codes.
5. Must be reliable to the level of performing with less than immediate supervision.
6. Expected to work continuously in a safe and efficient manner.

PARKS DIVISION:

1. Perform general sports field and playground maintenance, clean restrooms, mow lawns,

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water grass, pick up trash, empty trash cans, clean and maintain BBQ's and any related duties.

2. Perform parks daily maintenance routine.
3. Operate a variety of specialized tools and equipment used in the maintenance of park facilities.
4. Trim trees through direction by others.
5. Plant and maintain a wide variety of landscaping materials through direction by others.
6. Fabricate, install and maintain irrigation systems pertinent to the operations of City parks.
7. Become proficient in safe use practices of turf, swimming pool and other authorized / accepted chemical use, hazards and proper applications.
8. Expected to work continuously in a safe and efficient manner.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Department organization policies and directives.
2. Principles, practices and procedures in a wide variety of the previously described public works activities.
3. Safe working procedures.
4. Proper operation of a wide variety of power tools and equipment.
5. Vehicle inspection procedures.
6. Various components, use and application of Material Safety Data Sheets (The "Employee Right to Know" Hazard Communication System).

Skills in:

1. Maintaining accurate logs, records and basic written records of work performed;
2. Safely and effectively using and operating hand tools, mechanical equipment, power tools, and equipment required for the work;
3. Following division policies and procedures related to assigned duties;
4. Establishing and maintaining effective working relationships with those contacted in the course of work;

Ability to:

1. Perform all work activities in a safe and effective manner;
2. Operate equipment used by the Public Works Department;
3. Perform janitorial duties and maintenance type work assignments;
4. Climb stairs and ladders and occasionally work on roofs;

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5. Demonstrate willingness and abilities to work as an effective and contributing team member;
6. Drive and operate standard and automatic transmission motor vehicles, operate power generator and other related power and hand tools necessary to perform job functions;
7. Follow oral and written instructions;
8. Communicate clearly, concisely and effectively, both orally and in writing;
9. Maintain cooperative working relationships with the general public and employees;
10. Develop and maintain positive public relations with emphasis on customer service;
11. Carry out the mission of the City and the department and adhere to the City's and department's organizational values;

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills is:

1. High School Diploma or General Education Degree (GED); AND
2. Six (6) Months of job related experience similar or equivalent to Maintenance Assistant with the City of Grass Valley.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Must have and maintain a valid Class C California Driver's License with an acceptable driving record and pass appropriate background check, prior to hire date.
2. Failure to maintain such California Driver's license may be subject to the disciplinary process and/or may result in termination of employment.
3. Possession and Maintenance of a Class "B" or higher commercial driver's license is preferred, but not required.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

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REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

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.

While performing the duties of this job the employee is regularly required to stand for extended lengths of time (i.e. flagging operations), walk, sit for extended lengths of time (i.e. operating equipment), drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools (i.e. planting and maintaining landscape materials); talk and hear. The employee is routinely required to climb (i.e. ladders and stairs), balance and maintain equilibrium on ceiling beams, rocks, exposed pipelines, etc. and stoop, kneel, crouch, crawl or stand on tip toes for extended lengths of time, and must routinely lift and/or carry up to 75 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The employee must be able to work in variable temperatures and weather conditions and near traffic with varying noise levels and with varying types of equipment and vehicles. Must be able to work in confined spaces such as sewer manholes, attics, etc. The employee must have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

After acquiring a Class B license, you are subject to Department of Transportation Physical Regulations.

WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. Requires the ability to work outdoors in all weather. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

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GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted: January 4, 1994
Revised: December 12, 2007
Revised: June 18, 2013
Revised: January 6, 2016

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