

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION MAINTENANCE WORKER I

JOB PURPOSE

To perform a wide variety of maintenance, repair and construction work in street, utility, park and building maintenance; and to do related work as required.

Distinguishing Characteristics:

This is the entry and training level classification in the maintenance series. Since this class is typically used as a training class, employees may have limited or no experience in related areas. This class is distinguished from the Maintenance Worker II class in that the Maintenance Worker I performs the more routine tasks and duties assigned to positions within the series including the less complex construction, equipment operation and repair duties. As knowledge, background, and skills increase, advancement to the next higher level may be reasonably expected after two years of experience, satisfactory evaluations, the approval of the Public Works Director, and possession of a Class B California driver's license.

Supervision Received and Exercised:

Receives immediate supervision from the Maintenance Worker III or a Maintenance Worker II on a project basis, and general supervision from the Maintenance Supervisor. As training and experience is gained, more independence of action will be expected.

The job may involve repetition of a limited number of tasks, which after initial training and review, receives only minimal supervision.

May exercise functional lead direction to temporary or work release crews.

EXAMPLES OF DUTIES *(Any one position will include some, but not necessarily all of the typical duties listed; and examples given do not necessary cover all duties which may be performed.)*

Essential Duties:

When working as a member of a public works maintenance crew:

Lifts, moves or loads heavy objects, materials and equipment as directed;
Performs or assists in the maintenance and repair of storm drains and services;
Sweeps, clears and cleans roadsides, gutters, curbs, culverts, catch basins and other drainage structures;
Removes debris and clears undergrowth;
Operates air tools;
Assists in preparing and applying paint, asphalt, concrete and premixed materials to streets and other roadways;
Assists in painting of streets, traffic regulatory signs and symbols;
Cleans and maintains basic tools and equipment used on the job;
In a training capacity may operate power equipment and trucks and assist in welding tools and equipment.

When working as a member of a park maintenance crew:

Plants, waters, mows, renovates, and fertilizes turf of various kinds;
Plants, fertilizes, cultivates, and waters flowers, shrubs and other plants;
Assists in planting, maintaining, pruning and spraying trees;
Cleans and prepares fields;
Repairs playground equipment and picks up paper and debris;
Maintains and operates specialized turf maintenance equipment;
May operate other power equipment and trucks.

When working in building maintenance:

Performs semiskilled tasks in the areas of building maintenance and repair, including plumbing, electrical and carpentry work;
Paints, sweeps, mops and waxes floors;
Cleans windows;
Cleans restrooms and empties trash receptacles;
May be responsible for securing buildings;
May operate power equipment and trucks.

Marginal Duties:

Performs other related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses:

Completion of high school or equivalent;

Possession of valid California Class C motor vehicle operator's license and a safe driving record;

Maintenance Worker I must obtain a Class B motor vehicle operator's license within 2 years of employment and before advancement to Maintenance Worker II.

Ability to:

Learn work procedures and tasks performed in the maintenance, repair and construction work in City streets, utilities, parks, and building maintenance;

Understand and follow oral and written instructions;

Lift heavy articles;

Drive a truck and learn to operate mowers and other light power equipment;

Perform semiskilled tasks in the construction and maintenance of public works,

Parks and building facilities;

Maintain effective working relationships with other employees;

Communicate in a courteous manner with the public;

Work with a minimum of supervision.

Knowledge of:

Common construction and maintenance hand tools, equipment and materials;

Basic mechanical principles;

Proper procedures for working safely;

Basic horticultural principles;

WORKING CONDITIONS

Environmental Conditions:

Positions in this class are required to work outdoors in all weather conditions. Requires exposure to fumes, dust, noise, vibration and dampness.

Physical Requirements:

Positions in this class require walking, stooping, kneeling, crouching, bending and reaching on uneven and slippery surfaces and the ability to climb. Requires frequent lifting, carrying of up to 25 pounds, and less frequent lifting and carrying of up to 50 pounds. Requires the ability to lift objects weighing up to 100 pounds with assistance.

CITY COUNCIL APPROVAL: September 4, 2002