

**MAINTENANCE WORKER I AND II****DEFINITION**

Under general supervision, performs unskilled, semi-skilled and/or skilled manual labor in the maintenance and repair of public works facilities including streets, traffic systems, sidewalks, signs, parks, graffiti removal, storm drains, tree trimming and planting, and abatement of nuisances in the public right of way; performs a variety of tasks involved in the maintenance, limited construction, or repair of City buildings and facilities; performs related work as assigned.

**CLASS CHARACTERISTICS**

**Maintenance Worker I:** This is the entry level class in the maintenance worker class series. Maintenance Worker I's are normally trainee positions with the incumbents advancing to II level as the difficulty and complexity of their duties increase and have been cross trained in a variety of repair and maintenance tasks. The progression of Maintenance Worker I to Maintenance Worker II requires an evaluation of employee skill and performance levels by management.

**Maintenance Worker II:** This is the journey level class. Incumbents are expected to perform assigned activities without detailed instructions as to specific procedures to be followed. Incumbents in this class may also be expected to assist in the training of less experienced personnel.

**ESSENTIAL FUNCTIONS**

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Participates in the work of a crew engaged in installing and maintaining street signs and maintaining street markings; lays out traffic striping and legends prior to painting; uses a variety of equipment and tools such as welders, paint striper, and airless painter; sets up traffic control and safety zones.

Participates in the work of a park maintenance crew engaged in operating power and hand tools, edging, and weeding lawns, flower beds, and other landscaped areas; cutting and planting sod; pruning trees; spreading seed and fertilizer; planting or removing flowers and trees; operating, maintaining, assists in designing, constructing, repairing and/or installing in-ground irrigation systems; cleaning walks, parking areas, and other areas of leaves and other debris; removing trash; operating power mowers, blowers, sweepers, edger's, hedge trimmers, clippers, sprayers, and other equipment or vehicles; cleaning and repairing restrooms and park equipment; preparing sports fields; making minor repairs to equipment.

Participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters and other concrete structures; repairing and maintaining streets by patching with hot or cold asphalt mix; sealing cracks; removing road hazards; operating a variety of equipment and using a variety tools such as rollers, dump trucks, jack hammers, air compressors, tractors; setting up traffic control and safety zones.

Participates in the work of a facilities maintenance crew engaged in cleaning facilities; sweeps and mops rooms, halls, stairways, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs, carpets, and upholstery; empties and cleans waste receptacles, pencil sharpeners, and ash trays; dusts and polishes furniture, counter tops, pictures, and brass and chrome fixtures; changes light bulbs and fluorescent tubes; cleans and disinfects rest rooms, floor mats, drinking fountains, and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform pest control tasks in buildings; cleans entrances to buildings by sweeping, hosing, and picking up of trash; washes walls; removes markings on walls, rest room stalls, counter tops, and desks; washes windows, mirrors and blinds; moves furniture or other heavy objects on request or for set-up of City functions; makes minor repairs and adjustments to building fixtures and equipment; secures buildings by locking and unlocking rooms, windows, or offices, the City Hall, and related City facilities; sets-up intercom or speaker systems; reports fire, sanitary, safety, or security hazards in facilities; reports needed maintenance or repair.

ESSENTIAL FUNCTIONS (Continued)

Participates in the work of a crew engaged in the removal of graffiti including sandblasting, chemically cleaning and painting surfaces; uses a variety of equipment and tools such as sandblaster, airless pump machine, rollers, trucks, etc.; maintains a variety of records related to graffiti removal.

Operates light and heavy equipment; performs routine maintenance and repair on equipment and/or arranges for vehicle and equipment repairs.

Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets or flood control facilities.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and

Maintenance Worker I: some experience in public works maintenance and repair work, and public works technology programs.

Maintenance Worker II: one year of increasingly responsible experience in public works maintenance and repair work, and public works technology programs, or one year of experience performing duties comparable to Maintenance Worker I in the City of Ridgecrest.

Knowledge, Skills, and Abilities

Considerable knowledge of equipment operation, techniques, and methods used in the area of specialization; lead supervision and training techniques; common tools and equipment used in construction and maintenance work; grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; basic safety precautions and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations; standards relating to the proper installation and maintenance of street signs and pavement markings; the materials, tools, and methods used in general building repair and maintenance. Skill in the operation of a variety of equipment and vehicles; the use of hand and power tools.

Ability to operate equipment used in work performed; prepare work records and routine reports; understand and follow verbal and written directions; work safely and efficiently; perform journey level skilled tasks in the area of specialization; understand and carry out oral and written directions; keep accurate records; use a variety of tools and equipment; perform heavy manual labor and physically strenuous tasks on a regular basis; lift 90 pounds on a regular basis; perform unskilled, semi-skilled and/or skilled task in a variety of construction and maintenance activities; safely operate vehicles, equipment and stationary mechanical equipment and make minor adjustments and repairs; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; apply policies and procedures; work independently; work safely; mix and pour concrete; read and interpret basic maps and blueprints; properly apply herbicides and pesticides; repair irrigation and sprinkler systems; perform light carpentry, plumbing, and masonry work; perform a variety of building maintenance.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain a Class A or B California driver=s license with appropriate endorsements may be required for some assignments.

PHYSICAL PROFILE: II,2, 3, 4,5, 6,7,8,12,13,14,15,16,17,18,19,20, 22

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