



**CITY OF WILDOMAR
CLASSIFICATION DESCRIPTION**

MAINTENANCE WORKER I/II

*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.*

DEFINITION

Under general supervision, performs a variety of manual or semi-skilled duties related to construction, maintenance and repair of City facilities, open spaces, cemetery district, building maintenance, and parks landscape installation and maintenance; operates light power equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I

This is the entry level class in the Maintenance Worker series. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents at this level are expected to become fully knowledgeable of the assigned area and learn to perform the full range of maintenance work.

Maintenance Worker II

This is the journey level class in the Maintenance Worker series. Positions at this level are distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned, working with increasing independence, and exercising judgment and initiative within departmental policies and guidelines. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Maintenance Worker III

This is the advanced journey level class in the Maintenance Worker series. Positions at this level are distinguished from the Maintenance Worker II level by the performance of the full range of duties at an advanced level and demonstrating expertise in multiple functions. Incumbents assigned to this level work with independence, exercise regular judgment and initiative, lead and monitor the work of others. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Flex Staffing

This series may be flexibly staffed at either the entry or journey level. Incumbents appointed to the Maintenance Worker I (entry level) may reasonably expect to progress to the Maintenance Worker II (journey level) upon attaining and demonstrating the full knowledge, skills and abilities of the job classification and meeting the qualifications and department requirements established for

progression, which shall remain at the department head's discretion.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Maintenance Worker I) to general supervision (Maintenance Worker II) from the Community Services Manager, and lead direction from the Senior Maintenance Worker.

ESSENTIAL FUNCTION STATEMENTS--*Essential duties and responsibilities may include, but are not limited to, the following:*

General Functions:

1. Performs a wide variety of skilled and semi-skilled construction, landscape, and maintenance work, including low voltage electrical, painting, street patching, and curb repair.
2. Operates and maintains hand and portable power tools.
3. Operates motor-driven equipment and trucks on streets, highways and over terrain.
4. Participates and may lead a crew in assigned work projects, including oversight of temporary staffing, contracted janitorial staffing, volunteers, and/or work release program participants.
5. Uses chemicals and/or other supplies.
6. Maintains simple records.
7. Conducts inventory of supplies and replenishes as required in accordance with City and departmental policies and procedures.
8. Uses computer for work reporting and information access.
9. Cleans, maintains and stores equipment.
10. Reads and interprets directions and sketches.
11. Performs vacation and temporary relief as necessary.
12. Observes and complies with City and mandated safety rules, regulations, and protocols.
13. Performs related duties as required.

Parks Maintenance and Open Spaces (Including Cemetery Grounds) Functions:

1. Prepares soil for planting and transplanting.
2. Plants, waters, cultivate, fertilize, rakes, and cares for lawns and ground with hand tools and light power equipment.
3. Sprays for pest and weed control using non-restricted chemicals and products.
4. Trims shrubs and hedges; mows lawns, fields or street medians.
5. Documents all City maintains plant life including shrubs, hedges, grass, and trees; documents any type of destruction found to parks and plant life.
6. Cleans and maintains rest rooms and park structures.
7. Assists in installation and repair of irrigation systems, fencing and lighting; programs and maintains irrigation clocks.

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8. Sets up safety devices for trimming crew and may act as flag person.
9. Operates a variety of vehicles and equipment such as water trucks, riding lawn mowers, tanker trucks and large trailers.
10. Installs and repairs lawn sprinkler system, ball field fencing, and pool facilities.
11. Lines out ball fields and unpaved parking lots.
12. Prepares open spaces for City events; sets up events and works City booth; assists residents, customers, and vendors; and performs post-event clean up.
13. Operates a chipper, chain saw or tractor mower.
14. Checks chlorine and pH levels and performs minor maintenance of pools.
15. Patrols parks and performs inspections of contracted services; reports issues to supervisor.
16. Documents residents' complaints and responds to inquiries.

Street Maintenance Functions:

1. Patches streets and assists in paving streets.
2. Constructs and repairs curbs and gutters by excavating with pneumatic and hand tools, building forms, mixing, placing and finishing concrete.
3. Places traffic control and warning signs; monitors traffic flow; serves as flag person for traffic safety.
4. Fabricates and installs street and traffic control signs.
5. Paints street lines, crosswalks, and curbs using spray tank, street striper and brush; paints and installs traffic control devices; assists in installation of new wiring.
6. Places preformed plastic pavement markings and applies raised pavement markers.
7. Cleans, maintains and stores painting equipment.
8. Cleans storm drains, drainage ditches and culverts.

Cemetery Operations & Maintenance Functions:

1. Measures and marks plots for burials; cuts out sod and digs graves using backhoe and hand tools; covers burial sites with plywood, planks, and tarps for safety of visitors.
2. Unloads casket from Hurst and transports to burial site; performs burials including lowering of caskets, backfilling, tamping and re-sodding gravesites.
3. Sets up chairs, tables, and podium for funeral services; places signage and cones, directs parking and guests attending funeral services; removes chairs, tables, podium, signage and cones at the end of the funeral; cleans and stores equipment.
4. Installs monument markers/ headstones and vases.
5. Provides routine customer service to members of the public while in the field; provides office administrative back-up support; answers phones, and schedules appointments, as needed.
6. Assists in working with families and mortuaries to coordinate funeral services.

QUALIFICATIONS

Knowledge of:

- Tools, equipment, materials and techniques used in construction and maintenance.
- Tools, equipment, materials and techniques uses in landscape maintenance and irrigation systems.
- Advanced general construction and maintenance procedures and methods.
- Advances electrical principles.
- Use of hazardous chemicals common to construction and maintenance activities.
- Record keeping principles and procedures.
- Operations and organizational structure of municipal government.
- Basic office procedures, methods and equipment including computers and supporting software applications.
- English usage, spelling, grammar, and punctuation.
- Methods and techniques of public relations and customer service.
- Safe and efficient work practices.
- City and mandated safety rules, regulations, and protocols.

Ability to:

- Perform strenuous physical work with agility and endurance.
- Work in cooperative manner with others and contribute to a successful team effort.
- Use and properly operate assigned tools and equipment.
- Operate assigned trucks and equipment, observing legal and defensive driving practices.
- Make emergency field electrical repairs.
- Analyze situations and develop sound solutions, while maintaining safety at all times.
- Read maps and learn the City's geography.
- Establish and maintain accurate logs, records, and written records of work performed.
- Make basic and accurate mathematic computations.
- Maintain and follow department policies and procedures.
- Operate and use modern office equipment including a computer and various software packages.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Deliver quality customer service.
- Work independently and as a team member.
- Ensure adherence to safe work practices and procedures.
- Operate a vehicle observing legal and defensive driving practices. Demonstrate an awareness and appreciation of the cultural diversity of the community.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential functions is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Maintenance Worker I

A minimum of six (6) months of prior work experience in construction, maintenance, landscape maintenance, facilities maintenance, or manual labor involving the use of handtools, portable power tools, and related light and heavy equipment.

Maintenance Worker II

A minimum of one (1) year of experience in construction, maintenance, landscape maintenance, facilities maintenance, or manual labor involving the use of hand tools, portable power tools, and related light and heavy equipment, equivalent to a Maintenance Worker I at the City of Wildomar.

Training:

Maintenance Worker I

Equivalent to the completion of a High School diploma. The completion of college level coursework or technical training in construction technology, or a related field is highly desirable.

Maintenance Worker II

Equivalent to the completion of a High School diploma. The completion of college level coursework or technical training in construction technology, or a related field is highly desirable.

Licenses and Certifications:

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

A Commercial driver's license with a tank endorsement may be required of some positions.

Special Requirements:

Employees in these classes may be required to work varying shifts and extended hours including evenings and weekends and holidays.

Safety regulations prohibit incumbents from wearing contact lenses when working with certain chemicals. Incumbents in positions requiring use of a respirator are prohibited from wearing beards or other facial hair which prevents a proper respirator fit.

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions:

Employees in this class generally work in a field environment with exposure to outdoor environmental elements on a regular basis with exposure to varying temperatures, very loud exterior noise levels including traffic, and may have regular exposure to dust and fumes. Employees will also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or the public and private representatives in various settings including the field or remote offices for meetings.

Physical Demands:

Employees in this class must be in good physical condition and be able to exert physical strength for prolonged periods of time. Positions in this classification regularly bend, stoop, kneel, reach, push, and pull in order to perform assigned tasks. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds. This position is also expected to regularly perform work in the field that may require greater noise exposure from traffic; walking on uneven ground; working around and with equipment and machinery; exposure to fumes, dirt and gas; and exposure to varying extremes in temperatures. Incumbents must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; and to operate a motor vehicle to visit various work sites. Color vision is required to read printed materials and a computer screen as well as to discern issues related to plant health and/or species. Hearing and speech is required to communicate in person and over the telephone. Touch is required in order to handle documents, use a computer, drive a vehicle, and operate a variety of hand and power tools. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate hand and power tools. Standing in work areas and walking between work areas may be required both in the office and in the field.

Mental Demands:

While performing the duties of this class, an employee uses limited written communication skills and primarily oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; observes and interprets people, and situations; learns and applies new information and skills; performs detailed work following verbal instructions and departmental procedures; deals with changing priorities, interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

CAREER PROGRESSION

CITY OF WILDOMAR
MAINTENANCE WORKER I/II

FROM: Maintenance Worker I

TO: Maintenance Worker II

TO: Senior Maintenance Worker

Approved by Name:	Title:
Effective Date:	FLSA Status: Non-Exempt