

CITY OF IRWINDALE

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.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of routine, semi-skilled and skilled duties in the maintenance, repair, and construction of city facilities and infrastructure, parks, parkways, medians, irrigation, landscaped areas, streets, public right-of-way and equipment; maintains and operates a variety of tools, equipment, and vehicles, including tractors, mowers, loaders, and related maintenance vehicles; operates a variety of hand, power, and shop tools; assists other maintenance staff; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is a journey-level position in the Maintenance Worker class series. Employees in this class usually work on a crew, but may work alone, may operate light and heavy equipment and may be assigned to various divisions. Positions in this class usually perform most of the duties required of the Maintenance Worker II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures or exceptions are explained in detail as they arise. Typically, the Maintenance Worker I class performs a variety of maintenance and repair work on city parks, landscaped areas, and city facilities. Under the flexible staffing concept, positions assigned to the Maintenance Worker I class may reasonably expect to progress to the Maintenance Worker II level after four (4) years with training, experience, and satisfactory job performance, but that progression remains within the sole discretion of the city.

Maintenance Worker II: This is the advanced journey-level in the Maintenance Worker class series. This class is distinguished from the journey level by the assignment of the full range of duties. In this class series, this position is flexibly staffed and is normally filled by advancement from the Maintenance Worker I class, or when filled from the outside. Prior experience in maintenance, repair and construction of city facilities and infrastructure, parkway, medians, equipment, and irrigation is required. Appointment to the higher class requires the employee to perform substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently and exercising judgment and initiative. Employees 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. Employees in this class may be required to provide lead direction, assigned to a crew to gain experience in supervision and/or assigned to various divisions. Employees also perform at a more complex level and encounter more difficult situations and issues than the Maintenance Worker I and may be required to prepare daily records and inspection reports. Typically, the Maintenance Worker II class performs a full range of semi-skilled and skilled building maintenance duties involved in the maintenance, repair, and construction of City buildings and facilities; repairs a variety of interior and exterior building and facility components; performs a variety of duties requiring rough and finished carpentry, plumbing, electrical, and painting skills.

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REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Park Maintenance

1. Operates various maintenance equipment and hand and power tools in a safe and efficient manner including aerial lift, backhoe, bobcat, lift trucks, forklift, riding lawn mower, skip loader, dump truck, trailers, power saws, power sanders, drills, air compressors, paint sprayers, table saws, chop saws, and welders; maintain tools and assigned equipment; perform preventive maintenance on equipment.
2. Plants and maintains trees and shrubs including trimming and pruning trees, branches and shrubs.
3. Inspects and repairs playground equipment.
4. Operates sprinkler and irrigation systems in the park, parkways, medians, and other landscaped areas, including checking and repairing broken irrigation and sprinklers; Performs sprinkler and irrigation installation, repair, and maintenance, including trenching, replacing sprinklers, repairing broken lines, and setting sprinkler clocks/timers.
5. Cleans fountains including pumps and changing filters.
6. Prepares sports fields for public use.
7. Cleans park restrooms and related facilities; restocks supplies as necessary; gathers and removes garbage and litter from grounds and facilities including emptying trashcans.
8. Maintains turf, lawn, and landscaped areas including mowing, edging; trimming, and fertilizing; performs weed abatement manually and with the application of herbicides.

General Maintenance

9. Performs a variety of electrical maintenance on City facilities including replacing fixtures, fluorescent lights, ballast, outlets, receptacles, light switches, and bulbs.
10. Installs, repairs, and maintains a variety of plumbing fixtures and fittings, including sinks, toilets, faucets and related equipment; checks, unplugs, and cleans drains and sewers as necessary.
11. Paints buildings, walls, wood, and concrete surfaces.
12. Performs general maintenance duties inside and outside of buildings; replaces tiles; paints interior and exterior of buildings, walls, wood, and concrete surfaces; patches holes in walls and sands to even surfaces; hangs items; replaces broken or missing items; secures/moves furniture.

Street Maintenance/Public Works Operations

13. Performs various duties including but not limited to the installation, repair, and maintenance of streets; fills potholes and repairs road edges with patch material, removes and replaces concrete, asphalt, and pavement in areas damaged and failing; removes roadway hazards.
14. Performs various duties including but not limited to the installation, repair, and maintenance of sidewalks, curbs, gutters, and related systems; repairs or replaces cracked, raised, sunken, or otherwise damaged sidewalks and curbs.
15. Cleans and maintains drainage ditches, catch basins, gutters, and pump stations.
16. Replaces, repairs, and maintains traffic signs and markings, including painting parking stalls,

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crosswalks, curbs, and street lines using spray tank and brush.

17. Conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs traffic in a safe and appropriate manner.
18. Trims and prunes trees, shrubs and plants along the City's public right-of-way and roadways that present a hazard to pedestrians and motorists.

Other

19. Coordinates and/or assists in set-up and removal of equipment, structures, and booths for special events and for facilities/facility rentals; installs and repairs landscape and parking lot lighting, holiday decorations, and seasonal street banners.
20. Performs routine maintenance on equipment and vehicles.
21. Removes graffiti from all city owned facilities, public areas, and public right-of-way by various means including painting and pressure washing.
22. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
23. Responds to after hour calls for service and emergencies.
24. Attends training classes and obtains all necessary certifications; utilizes proper safety precautions related to all work performed.
25. Assists other maintenance staff in the performance of duties as needed.
26. Performs related duties as required.

MAINTENANCE WORKER I QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations and activities of assigned maintenance programs.

Methods and techniques of maintenance and repair related to the area of assignment.

Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Proper procedures used in the maintenance and repair of hand and power tools.

Methods and techniques of graffiti removal.

Methods and techniques of irrigation repair.

Practices and procedures of traffic control.

Occupational hazards and standard safety practices.

Principles and practices of record keeping.

Pertinent Federal, State, and local laws, codes, and regulations

Ability to:

Perform a variety of maintenance, construction, and repair work in the area of work assigned.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Maintain and repair a variety of tools and equipment.

Operate power equipment and hand tools involved in public works and landscape maintenance, repair, and construction.

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Ensure safety around work areas in high traffic.
Ensure adherence to safe work practices and procedures.
Work independently in the absence of supervision.
Respond to requests and inquiries from the general public.
Respond to emergency situations in an effective manner.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of general maintenance, repair, and construction experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

MAINTENANCE WORKER II QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully performs the assigned duties.

Knowledge of:

Operations and activities of assigned maintenance programs.
Materials, methods, terminology, and tools used in the maintenance, repair, and construction of building structures, including those used in performing rough and finished carpentry, plumbing, electrical and painting work.
Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.
Proper procedures used in the maintenance and repair of hand and power tools.
Basic electrical principles.
Methods and techniques of irrigation repair.
Practices and procedures of traffic control.
Occupational hazards and standard safety practices.
Principles and practices of record keeping.
Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Perform a full range of semi-skilled and skilled tasks involved in a variety of building maintenance, repair, and construction activities including those requiring rough and finished carpentry, plumbing, electrical, and painting skills.
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Maintain and repair a variety of tools and equipment.
Operate power equipment and hand tools involved in public works and landscape maintenance, repair, and construction.
Perform a variety of irrigation work.
Ensure safety around work areas in high traffic.
Ensure adherence to safe work practices and procedures.

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Work independently in the absence of supervision.
Respond to requests and inquiries from the general public.
Respond to emergency situations in an effective manner.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade

Experience:

Four years of experience and satisfactory job performance as a Maintenance Worker I with the City of Irwindale or in an equivalent position at another public agency employer.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability to work in an indoor and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates