

REPORTS TO: Maintenance Supervisor

FLSA: Non-Exempt

CLASSIFICATIONS DIRECTLY SUPERVISED: Laborer

MAINTENANCE WORKER I/II

DEFINITION

Under general supervision performs unskilled and semi-skilled maintenance, repair and construction work on District grounds, equipment and facilities; may assist with the more difficult and specialized assignments; and to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I (MWI) – This is an entry-level position in the Maintenance Worker series. Employees perform a wide variety of unskilled and semi-skilled duties such as patching roads, cutting brush or weeds, operating light or medium trucks, use power tools. A variety of semi-skilled maintenance, repair, and construction assignments will be performed in addition to heavy physical labor. Employees in this classification can be assigned to either general Site maintenance or the Material Recovery Facility (MRF). Employees in the MWI classification may be expected to work unusual shifts, weekends, evenings, holidays, and on standby status when required. Employees perform a variety of duties and are expected to operate power-driven equipment such as front-end loaders, backhoes, and rollers.

Maintenance Worker II (MWII) - This is a journey level position in the Maintenance Worker series. While the duties performed by the Maintenance Worker I and II are very similar, the distinguishing characteristic between the two levels is the requirement for the MW-II to possess a Class B Driver's License, with appropriate endorsement as required by the District.

ESSENTIAL FUNCTIONS

Performs a variety of assignments to maintain and complete repairs of District facilities; assists with the more difficult assignments to operate, maintain and repair grounds, equipment, and facilities; performs a variety of general labor and semi-skilled tasks to sort and separate retrievable materials from disposal materials; performs weed abatement work; performs plumbing maintenance duties; performs rough concrete and asphalt work; performs a variety of heavy physical labor and semi-skilled tasks to maintain the landfill site; loads and unloads equipment and material; cuts brush; controls traffic during maintenance, repair, and construction assignments; uses a variety of hand tools and power driven equipment such as a weed wackers, chain saws, steam cleaners, and augers; may be assigned to work in the Materials Recovery Facility (MRF) and learns equipment operation work/inspection and perform preventive maintenance on equipment used in the MRF such as conveyors, belts, bearings, gearboxes, and shaker screens; assists with the retrieval and disposal of reclaimed items from offsite storage facilities; responds to emergency repair calls.

Performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing up to 75 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic carpentry methods including use of tools, equipment, and materials used in maintenance, repair, and construction work.
- Work safety methods and programs.
- Public works maintenance and repair work.

Ability to:

- Understand and follow oral and written instructions.
- Communicate clearly and effectively both orally and in writing.
- Operate a Class C, or if required a Class B license vehicle with and without a trailer, transporting personnel, hauling materials and equipment to and from various work sites.
- Perform routine safety checks and minor servicing of vehicles and equipment.
- Perform basic mathematical calculations.
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public.
- Resolves disputes with minimal supervisor involvement.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate and promote technical aptitude within the assigned division.
- Perform daily record keeping and reporting.
- Work in a team-based environment and achieve common goals.
- Supervise, motivate, counsel, effectively communicate and assist with subordinate evaluations.
- Read standard detailed drawings.
- Assist in work required to maintain the site in clean conditions.
- Perform all of the essential functions of the job assignment.
- Perform semi-skilled work in the maintenance, repair and construction of solid waste landfill facilities.
- Use hand and power tools skillfully.
- Perform heavy physical labor requiring strength, dexterity and agility.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Maintain good public relations with those contacted during work assignments.
- Establish and maintain cooperative working relationship.
- Operate assigned District equipment
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District Attendance Standards.

EDUCATION/TRAINING/EXPERIENCE:

Any combination of education, training, or experience that demonstrates the applicant has the competencies necessary to fulfill the job requirements. A typical way to obtain the required knowledge and abilities would be:

Work experience performing heavy physical labor, such as construction, grounds maintenance, plumbing, carpentry, and/or semi-skilled work in the maintenance and repair of public works, buildings, equipment, and/or facilities.

Possession of High School diploma or GED is highly desirable.

Special Requirements:

Possession of a California Class B Driver's License with appropriate endorsement as required by the District. Continued possession of a valid California Driver's Class B License and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this position include:

Intermittently, sit while driving, operating equipment, or completing forms/work papers; walk, stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, twist and reach while inspecting or repairing, digging or clearing, use various tools and equipment and lift as necessary to perform assigned duties; perform simple and power grasping, pushing pulling and fine manipulation; distinguish colors used in marking utility facilities and lift or carry weight of up to 50 pounds without assistance and heavier objects with assistance. Walk for long distances and on sloped ground and uneven surfaces. Normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to operate motorized landfill maintenance equipment such as a roll-off truck, water trucks, and loaders.

Work Environment

Work is performed both indoors and outdoors in varying temperature, weather, and humidity conditions; work is performed in an environment with exposure to: constant noise; grease, fuel, oils, and solvents; paints, trash, landfill gas and leachate; moving equipment; and electrical current. Employee may wear special protective clothing and equipment constant contact with staff and the public.

For employees classified as MWII - must obtain a California Class B, with appropriate endorsements, as determined by the District, within six months of employment.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print