



Monterey Regional Waste Management District

Job Description

Position:	Site Maintenance Worker I/II	Pay Range:	Site Maintenance Worker I – Site Maintenance Worker II –
Exempt Status:	Non-Exempt		
Position Status	Full-Time	Reports to:	Site Supervisor
Reviewed:	May 2016	Application Deadline:	

DEFINITION

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

ESSENTIAL FUNCTIONS

- Picks-up debris on site
- Sets up tables and chairs for facility use
- Operates District vehicles and equipment
- Performs weed abatement
- Loads and unloads equipment and material
- Uses a variety of hand tools and power driven equipment such as a weed wackers, chain saws, steam cleaners, and augers
- Basic carpentry (*Worker II*)

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I – 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 Site maintenance. 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 - 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.

EXAMPLES OF DUTIES

- Performs a variety of assignments to maintain and complete repairs of District facilities

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- 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.

QUALIFICATIONS

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.
- Resolves disputes with minimal supervisor involvement
- 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 maintenance, repair and construction of solid waste landfill facilities
- Use hand and power tools skillfully
- Perform heavy physical labor requiring strength, dexterity and agility
- Read and write at the level required for successful job performance
- Operate assigned District equipment
- Maintain good public relations with those contacted during work assignments including serving customers in a positive manner maintaining courtesy and respect at all times.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule, adjust working hours to include early evenings and/or Saturdays if necessary and meet District Attendance Standards.

In addition to Maintenance Worker I- Maintenance Worker II must possess:

- Knowledge of, basic hand tools and equipment.
- Ability to supervise work of Laborer I.
- Work independently and accomplish various assignments while being given broad general instructions.
- Perform work assignments that require specialized skills beyond unskilled manual tasks or knowledge.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Possession of a California B Driver's License with appropriate endorsement as required by the District

EDUCATION/TRAINING/EXPERIENCE

Worker I: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be any previous work experience performing the Worker I duties outlined, effectively and efficiently.

Worker II: Possession of a California 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 ongoing insurability to drive District vehicles, are conditions of employment.

High School Diploma required.

REQUIRED CONDITIONS OF EMPLOYMENT

- Pass a pre-employment physical examination including drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position including the requirements to wear respiratory protection and other safety equipment when necessary.
- Possess and maintain a safe driving record and driving habits for ongoing insurability to drive District vehicles.
- Acquire and maintain safety certifications as required.
- Adhere to related Federal, State, and Local safety laws and/or regulations.
- Wear and use proper and appropriate safety clothing and equipment.
- Work overtime, weekends and holidays, as assignments require.
- Work under such adverse conditions as inclement weather, heat, dust, chemicals and noise.
- Work in confined spaces.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this position include:

Intermittently, sit while driving, operating equipment, 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.

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.

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