Job Description

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<tr>
<td>Exempt Status:</td>
<td>Non-Exempt</td>
<td>MWII: $20.42 - $26.07 (6 steps)</td>
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<td>Position Status:</td>
<td>Full-Time</td>
<td>Reports to:</td>
<td>Maintenance Supervisor</td>
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<tr>
<td>Reviewed:</td>
<td>May, 2016</td>
<td>Application Deadline:</td>
<td>N/A</td>
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DEFINITION
Under general supervision performs general labor, semi-skilled maintenance, repair and fabrication work related to MRF stationary equipment, facilities and grounds; may assist with the more difficult and specialized maintenance and fabrication assignments; to safely and skillfully operate hand tools, tools, industrial equipment, heavy equipment, trucks, motorized equipment and to perform other job related duties as needed.

ESSENTIAL FUNCTIONS
- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibit persons with pacemakers to be near or around them.
- Safe working habits and awareness
- Clean, maintain and repair MRF related equipment and facilities, while working in various positions: stoop, kneel, crouch, bend.
- Perform preventive maintenance task; inspections, services, lubrication, adjustments and identify defects
- Operate a variety of hand and power tools; wrenches, ratchets, hammers, chisels, pry-bars, grinders, saws, drills, air impact wrench etc.
- Perform basic welding and use of a torch, fabrication and plumbing
- Operate District vehicles and motorized equipment; forklift, aerial lift, industrial vacuum, wheel tractors, light trucks, heavy duty trucks.
- Lift and carry tools, equipment, and supplies weighing 50 pounds

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I - This is an entry-level position in the Maintenance Worker series. Incumbents perform a variety of semi-skilled duties such as basic plumbing, electrical, and preventative maintenance assignments will be performed in addition to heavy physical labor. Incumbents may assist with the more difficult maintenance, repair, welding, fabrication, assignments of a MRF environment. Incumbents in this classification will be assigned to the MRF and are expected to work unusual shifts, weekends, evenings, holidays, and on standby status when required. Incumbents may be required to operate a variety of equipment utilized in the operation and maintenance of a waste management site such as forklifts, aerial lifts, light or medium trucks, loaders, sweepers etc.

Maintenance Worker II - This is an advanced level position in the Maintenance Worker series. This is a working lead level class. This position is distinguished from a Maintenance Worker I by the following: the ability to provide direction to the Maintenance Worker I and coordinate the work of other employees in order to maintain an effective workflow and meet needs of the department; the ability to work independently to accomplish various assignments under broad general instructions; the ability to perform work assignments that require specialized skills.

EXAMPLES OF DUTIES
Incumbents perform a variety of semi-skilled assignments to maintain and repair all equipment and facilities related to a MRF operation; performs preventive maintenance repair/inspection on equipment used in the MRF such as conveyor belts, bearings, gearboxes and shaker screens etc.; responds to emergency repair calls; may perform basic electrical repair
work; performs plumbing maintenance duties; uses a variety of hand tools and equipment; operates power equipment such as a vacuum pump, steam cleaners etc.; operates a variety of basic motorized equipment including trucks, loaders, tractors, forklifts etc. Follows safety policies/procedures that apply to the work they perform.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**
- Basic mechanical methods including use of hand tools, power tools, equipment, and materials used in maintenance, repair, and fabrication work.
- Basic welding, cutting, and grinding methods.
- 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.
- Operate assigned District equipment
- 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.
- Resolve 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, service manuals, and parts manuals.
- Assist in work required to maintain clean conditions in and around the MRF.
- Perform all of the essential functions of the job assignment.
- Perform semi-skilled work in the maintenance, repair, fabrication and construction in and around the MRF.
- 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.
- Establish and maintain cooperative working relationship.
- 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:

**Maintenance Worker I** - Two (2) years of varied and responsible semi-skilled work experience performing maintenance and repair in an industrial setting of buildings, grounds, equipment, and facilities comparable to a Materials Recovery Facility such as Monterey Regional Waste Management District.

**Maintenance Worker II** – Five (5) years of varied and responsible advanced-skilled work experience performing maintenance and repair in an industrial setting of buildings, grounds, equipment, and facilities comparable to a Materials Recovery Facility such as Monterey Regional Waste Management District. Three to five (3-5) years of supervisory experience highly desired.
Possession of High School diploma or GED is highly desired.

**Special Requirements:**
Possession of a California Class C Driver’s License with appropriate endorsement as required by the District. Continued possession of a valid California Driver’s Class C 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 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.

**Physical Demands** - Frequently stand, walk and climb; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; ability to perform heavy physical labor; walk on sloped ground and uneven surfaces; lift and carry tools, equipment, and supplies weighing 50 pounds; push and pull items weighing up to 75 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; operate equipment and vehicles.

**Mental Demands** - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

**Work Environment** - Work is performed both indoors and outdoors in varying temperature, weather, humidity and dusty/dirty conditions; work is performed in an environment with constant noise; exposure to grease and oils; exposure to moving equipment; exposure to electrical current; 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