

JOB DESCRIPTION

City of Patterson



Human Resources

MAINTENANCE WORKER I

JOB SUMMARY

*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.*

Under close to general supervision from a designated Operations Supervisor, the Maintenance Worker I performs a variety of routine, unskilled and semi-skilled, manual labor in the maintenance, repair, operations, construction, facilities, City parks, and roadways; ensures the cleanliness, basic maintenance and repairs of city buildings, landscaped areas, and irrigations systems; assists with installation, maintenance, and repairs city streets and services, such as water and wastewater systems; safely operates an assigned vehicle, work-related equipment and manual and power-driven tools; and performs related work as assigned.

The Maintenance Worker I is the entry level in the Maintenance Worker classification series. Positions in this classification perform more routine manual labor, maintenance, and repair tasks; while learning to perform a full range of semi-skilled work required in maintenance, repair, operations and construction of City buildings, parks, streets and services. This classification is flexibly staffed with the journey-level Maintenance Worker II. Upon recommendation of the Department manager, positions in this classification advance to the journey level II classification after gaining the required experience, and certifications, developing the proficiency to perform the full range of journey-level job duties and consistent exemplary job performance ratings.

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from a designated Operations Supervisor, oversight from management staff; and may receive lead direction and guidance from a Maintenance Worker III.

Does not exercise supervision of others.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Performs manual labor and routine maintenance tasks required in the cleaning, maintenance and repair of City buildings, facilities, streets, parks, playgrounds, trees, landscaping, irrigation, water, and collections systems.

Learns to safely and effectively operate an assigned vehicle, and work-related hand tools, and power equipment.

Performs routine maintenance and cleaning of tools and equipment; and reports the need for major equipment and vehicle repairs.

Performs other duties, dependent on area assigned, to include but not limited to:

When assigned to Building Maintenance:

Cleans and sanitizes restroom facilities and fixtures; replenishes supplies in restrooms, kitchens, and other designated areas. Sweeps, vacuums, mops, scrubs, strips, waxes, and polishes floors; shampoos and steam clean rugs and carpets.

Ensures building security by locking doors after operating hours and checking electrical appliance usage to eliminate potential hazards.

Maintains exterior of assigned buildings and facilities; picks up debris and trash; cleans and/or paints graffiti; and pressure washes porches and exterior walls to remove dust and cobwebs on a regularly scheduled basis.

Manually or by using a hand truck, moves heavy furniture, equipment and supplies as requested.

Makes minor adjustments to heating, cooling, ventilating, plumbing, and electrical systems; cleans air vents and replaces filters as required; monitors and replaces weather stripping, as needed; and notifies management concerning the need for major repairs to building operating systems.

Set-up arrangements and removes decorations, tables, chairs, ladders, and scaffolding to prepare facilities for meetings and special events.

May assist with building maintenance projects as needed, such as the installation and maintenance of mechanical, heating and ventilation systems; inspection and maintenance of boilers; and maintenance of drywall, ceilings, and interior walls.

When assigned to Parks:

Waters, mows, cultivates, prunes, weeds, renovates, and fertilizes grass, plants, trees, flowers, and shrubs.

Prepares and maintains athletic fields, shade structures and related facilities.

Assist with the installation, maintenance and replacement of playground equipment and fences; assembles tables, benches, and bleachers

Learns to identify the need for pest, disease and weed control and the safe application of appropriate fertilizers, herbicides, pesticides, and other related chemicals in City parks and recreation areas.

When assigned to Recreation:

Assists with the preparation and maintenance of athletic fields and related facilities.

Learns to perform semi-skilled and skilled work in a variety of trades using appropriate tools and equipment to maintain recreation facilities, buildings, and equipment; work includes routine carpentry, painting, plumbing, electrical and cement repairs, and basic equipment maintenance.

Learns how to properly prune and trim trees, shrubs, and hedges; stakes trees as directed.

Assists with the installation, maintenance and repair of water lines, irrigation, and sprinkler systems; changes and adjusts heads and learns how to operate automatic control systems.

Cleans, sanitizes, and stocks restrooms at the City's sports field and recreational facilities and City parks.

Courteously responds to inquiries, requests and/or complaints received from the general public regarding maintenance operations and procedures.

When assigned to Streets:

Performs light to heavy manual labor and semi-skilled and skilled maintenance and construction tasks required in the construction, maintenance, replacement and/or repair of City streets, gutters, drains, curbs, and sidewalks.

Digs out, breaks up, picks up and appropriately disposes of asphalt, concrete, dirt, roots, and debris.

Paints street signs, crossings, crosswalks, curbs, and centerlines.

Clean and repairs storm drains

Performs related duties to assist Collection Systems Operators as needed and other divisions, as assigned.

When assigned to Utilities (Collections, Water, Wastewater):

Performs light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with the inspection, maintenance, repair, and installation of, water, and wastewater collection systems.

Learns to safely operate a variety of light to heavy construction equipment including, backhoes, motor graders, large frontend loaders, medium to heavy trucks, heavy duty rodding machines, hydra flush and vacuum combination trucks, power rodders, tampers, pavement saws, cutting torches and welders for a variety of construction and maintenance operations on storm water lines, wastewater mains and lines and related systems.

Picks up and transports refuse to appropriate disposal site.

Clean and repair storm drains; repair and install sewer mains and lines; assist in monitoring of water and wastewater treatment systems.

Installs, maintains, and repairs water meters and related service lines and water distribution mains. Learn to inspect water meters and water service lines.

Installs new water services and repairs leaks, broken water mains and damaged pipes.

Inspects and cleans lift stations facilities and grounds.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic methods, techniques, tools, materials and equipment used in the cleaning, maintenance, repair and construction of facilities, adjacent grounds, and parks; basic carpentry, plumbing, and electrical repair techniques; operating characteristics used in the safe operation of equipment used for forming, pouring and finishing concrete, gutters, and sidewalks; basic methods, procedures, and equipment used in maintenance, repair and construction of sewer and water systems; work safety procedures and practices; applicable rules, codes and regulations, policies and procedures, including those for job site traffic control; and effective public service techniques.

Ability to: Understand and follow oral and written instructions; perform light to heavy manual labor for extended periods, occasionally under severe weather conditions; perform basic construction, maintenance and repair work; refer for additional repair to qualified service personnel, as appropriate; learn and apply proper procedures for mixing and using cleaning solvents and other chemicals used in janitorial and building maintenance work; apply proper procedures for herbicides, pesticides and other chemicals used; perform routine equipment maintenance; learn to identify and appropriately address safety hazards; learn to safely and effectively operate an assigned vehicle and work-related hand and power tools and equipment; learn and apply applicable

codes, rules and regulations, policies, and procedures; follow work safety procedures and practices; complete and maintain basic work activity and time reports and purchase requisitions; and establish and maintain effective working relationships with co-workers and the general public.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: One (1) year of experience performing manual labor in public works, recreation, building, janitorial, landscape, grounds maintenance, or construction, or an equivalent combination of education and experience, related to the assigned area or division. If assigned to Collections, Water, or Wastewater utilities operations is highly desirable.

License or Certificate: Possession of a valid California Class C Driver's License.

Possession of a valid California Class B commercial driver's license within one (1) year of appointment, that must be maintained as a condition of continued employment, all divisions expect Building Maintenance.

PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, crouch, reach with both hands and arms; to stand for long periods of time; to walk; and to sit for extended periods while operating vehicles and equipment; to lift, push, pull and carry objects weighing up to 100 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; to repetitively use both feet and hands to operate an assigned vehicle work related equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at an arm's length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

Essential duties of this classification are performed in both indoor and outdoor environments with limited exposure to varying weather conditions. Work is performed on a daily basis in an environment of constant noise; around machinery with moving parts; and with exposure to smoke, fumes, gas, dust, grease, oil, pesticides,

chemicals and electrical energy. Frequently, incumbents perform duties on slippery and uneven surfaces and perform duties with hands in water; and occasionally, are subject to vibration while operating equipment. Incumbents are required to travel from site to site; and may be required to work evenings, on weekends and on holidays; and may be required to work overtime and irregular hours in emergency situations.

FLSA Status: Non-Exempt

Developed: July 2007

Revised: August 2022 (Prior Title – Public Works Maintenance Worker I)