

MAINTENANCE WORKER

JOB DESCRIPTION

Parks

RELATIONSHIPS

REPORTS TO: Parks Superintendent

INDIRECT SUBORDINATE STAFF: None

DIRECT SUBORDINATE STAFF: None

OTHER INTERNAL CONTACTS: Employees in Department,
Employees in Other Departments

EXTERNAL CONTACTS: Members of the General Public,
Occasionally Employees at Other
Organizations

SUMMARY STATEMENT

Under general supervision, performs varied semi-skilled and skilled manual tasks in the construction, maintenance and repair of parks, and City facilities and equipment. Employees in this class do not work independently.

TYPICAL DUTIES/TASKS/RESPONSIBILITIES

Clean buildings, parks, landscaped areas, drainage ditches

Construct simple forms, pour concrete, finish concrete for such construction as footings and small slabs

Do minor carpentry work such as preparing forms, installing shelves, building sheds

Install landscape or park-related water drainage and irrigation lines by trenching, laying, and connecting pipe

Maintain landscape and park-related water, drainage and irrigation lines by cleaning out lines, installing new sections, repairing leaks

TYPICAL TASKS/DUTIES/RESPONSIBILITIES

Do minor plumbing work, such as attaching fittings, replacing valves

Install playground equipment

Monitor performance of irrigation system

Do minor plumbing work, such as attaching fittings, replacing valves

Install playground equipment

Monitor performance of irrigation system

Do minor electrical work, such as installing light fixtures, time clocks, photocells

Assist qualified leadworkers with other types of park-related work

Build, paint, repair chain link and wooden fences and playground equipment

Move supplies, furniture, various materials in buildings, between buildings, and to job sites

Maintain inventory of supplies

Do maintenance and minor repair work on light equipment such as mowers, edgers, by cleaning the equipment, greasing it, installing new components

Construct and maintain drainage ditches

Give instructions to temporary, part-time personnel

Plant new vegetation such as lawns, annuals, perennials, shrubs, trees

Maintain lawns, plantings, shrubs, trees, play fields by watering, fertilizing, pruning, controlling for pests

Do minor building repairs such as patch roof, replace damaged sections of sheetrock, install locks, replace broken windows and fixtures

Paint buildings not larger than 700 feet square by 10 feet (sidewall)

TYPICAL KNOWLEDGE/SKILLS/ABILITIES

Oral communication skills to speak with supervisor, co-workers and the public

Math skills - additions, subtractions, multiplications, divisions - in order to measure lengths, diameters, prepare ratio for pesticide mixture

Writing skills - to execute work orders, safety records, lists of supplies and various forms

Reading skills - to understand written instructions, blue prints, manuals, labels, codes and ordinances pertaining to job, maps, work orders

Ability to follow oral and written directions

Ability to perform physical labor for many hours

Skill to construct simple forms, to pour concrete and to finish concrete, with proper tools

Basic plumbing skills to connect pipes, fittings, repair leaks and plugs, using appropriate tools

Skill to use light equipment such as air compressor, weedeater, mower, edger, chainsaw, tractor

Mechanical skills to maintain and make minor repairs on light equipment using appropriate tools and operation and maintenance manuals, such as cleaning and greasing equipment, replacing belts, ball bearings.

Basic electric skills; for example, install and set timers, photocells

Basic carpentry skills to build storage shelves, rough forms, using proper hand and power tools

Skill to move equipment, supplies and materials safely

Skill to install wooden and chainlink fencing

Knowledge of parks being serviced

Public relations skills to inform public of work in progress

Skill to operate heavy equipment for parks-related projects

Ability to assist qualified leadworkers in performing other parks-related tasks

TYPICAL KNOWLEDGES/SKILLS/ABILITIES (cont'd)

Knowledge of basic plant physiology and morphology, identification of basic soil texture and types of fertilizer

Skill to plant various vegetation

Knowledge of and skill to maintain plants by pruning, thinning, fertilizing and watering

Knowledge of various waxes, polishes, cleaners

Skill to run buffer, floor polisher, vacuum and other janitorial utensils

Skill to paint fences and small buildings

PHYSICAL REQUIREMENTS

Seeing, hearing, speaking, stooping, moving over rough uneven ground, working in or under cramped spaces, climbing up to 15' high, lifting and carrying up to 100 lbs for 50 feet, standing for up to eight hour periods, performing physical labor up to eight hours periods, working outside when it is hot, cold, and rainy and in dust/pollen.

OTHER REQUIREMENTS

Willing to work nights, weekends, on call, overtime, and with proper training around substances such as pesticides

Willing to belong to Union

Must have a valid Class III California Driver's License

MACHINES/TOOLS/EQUIPMENT

Hand and power saws, pumps, air compressor, jack hammer, compactor, dump truck, roller, front end loader, pickup truck, cement mixer, spray guns (at least than 2000 PSI), Sandblaster, hand and power tools used for carpentry, electric and plumbing installations, lawn mower, tractor, gardening tools, electronic detection devices, chain saw, edger, weed eater.