

City of Imperial Beach
POSITION DESCRIPTION

Title: Maintenance Worker I
Department: Public Works
Division: Streets, Sewer, Tidelands,
Grounds & Facilities, Parks

GENERAL PURPOSE

Under supervision, to perform a variety of semi-skilled and skilled duties in the repair and maintenance of City streets, sewer, grounds & facilities maintenance, tidelands, beach maintenance parks and related areas.

SUPERVISION RECEIVED

Works under general direction of the street supervisor, sewer supervisor, grounds & facilities supervisor, and tidelands supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is the entry level in the Street Maintenance, Sewer Maintenance, Tidelands, Parks & Building & Facilities Maintenance class series. Positions at this level usually perform most of the duties required of the positions at the Street Maintenance II, Sewer Maintenance, Tideland, Parks and Building and Facilities level, but are not expected to function at the same skill level and unusually exercise less independent discretion and judgement in matters related to work procedures and methods. Works is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

All Assignments

Performs a wide variety of skilled and semi-skilled construction and maintenance work involving the land, facilities and equipment of the City, operates hand and portable power tools pertaining to the assignment, may ride or drive tractors, backhoes front end loaders, trucks, vacuums, cutters and other motor driven equipment; maintains and sharpens tools used in the assignment; works independently in the maintenance of an assigned area or project; works with a crew in work projects of moderate size; works at heights using ground ladders and mechanical lifts, works below ground level in trenches and excavations; uses chemicals and other supplies, some of which may be noxious or harmful to the body; wears protective clothing and equipment; maintains simple records; communicates by radio; reads and interprets operates vehicles on the public streets.

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Tidelands

Inspects tidelands area grounds, pier, facilities, and beachfront for cleanliness, and material and safety deficiencies; performs, maintenance to correct cleanliness, material and/or safety deficiencies. Routine inspection, cleaning and preventative maintenance on assigned tidelands area grounds, facilities, and beachfront and refers defects or needed repairs to supervisor; reports safety hazards to supervisor. Communicate efficiently and effectively both verbally and in writing.

Grounds & Facilities

Performs maintenance and improvement projects involving a variety of complex repairs to building facilities including alterations or repairs to tables, counters, doors and window frames, performs minor structural, concrete and masonry repairs; maintains and repairs woodwork of buildings; performs light carpentry work; repairs roofs and ceilings; inspects and performs minor electrical and plumbing repairs.

Sewer Operations

Performs repairs, installs, tests, services and maintains a variety of wastewater equipment, including electric motors, impeller and centrifugal pumps, positive displacement pumps, appliances, circuit breakers, relays, water lines and globe, gate and rotary valves and television camera inspection equipment; removes and repairs various electrical components; fabricates parts; presses bearings; dismantles, repairs and replaces pump and compressor parts; replaces lift station pumping equipment to ensure proper operation; repairs clay, galvanized steel, plastic, fiberglass and other types of pipes; operates a Vactor and sewer rodder; takes and logs meter readings; adjusts various flow meters; adjusts automatic valves; evaluates condition of auxiliary equipment.

Street Maintenance

Performs maintenance in streets including painting pavement legends, installing traffic markings, painting and installing street signs; installing and maintaining concrete sidewalks, curbs and gutters; operating and instructing in the use of a wide range of construction and maintenance equipment such as trucks, tractors, backhoes, breakers, plainers, sweepers, skip loaders, concrete cutting and breaking equipment, air compressors, pneumatic hammers, saws, sandblasting and spray painting equipment.

Park Assignments

Maintains, constructs and repairs public parks, park play equipment and public facilities located in parks and landscaped areas; plants, water, cultivates, fertilizes and cares for shrubbery, lawns and trees; mows and edges lawns with hand and powered equipment; sprays for pests, weeds and rodent control; cleans and rakes grounds; cleans and maintains buildings and facilities; prepares soil for planting and transplanting; maintains irrigation systems, playground equipment, picnic tables and shade structures; removes

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leaves from parks and streets; trims trees; empties refuse containers; listens to and responds to complaints of citizens; clean floors, windows and fixtures in public facilities; mows and edges medians in commercial and residential areas, operates a chipper, manipulating and inserting wood debris in the compaction process, using care to minimize flying debris; drives motorized mowers on the public streets; fertilizers planted areas and lawns, mixing dry chemicals and applying prepared chemicals and natural fertilizers

DESIRED MINIMUM QUALIFICATIONS

**KNOWLEDGE OF
All Assignments**

Proper methods, materials, tools and equipment used in general maintenance work; appropriate safety precautions and procedures; repair and maintenance of facilities, equipment and landscaped areas; general hand and portable power tools.

Tidelands Assignments

Appropriate beach sand adjustments to accommodate changing tidal action; operation of chemical applicator for the use of weed control; heavy equipment operations and light maintenance.

Street Assignments

Trenching tools, concrete finishing tools and pneumatic street excavation tools; methods of mixing, pouring and finishing concrete; methods of asphalt applications; and operation and maintenance of construction equipment (i.e. jack hammer, backhoe, & etc).

Park Assignments

Proper use of mowers, cutters, edgers, chain saws and related tools; basic fertilizers, pesticides, fungicides and herbicides; and basic pruning of shrubs and trees.

Building Maintenance Assignments

Building construction and maintenance methods; electrical systems; installation and repair of plumbing fixtures.

Sewer Assignments

Proper methods, materials, tools and equipment used in the maintenance and repair of pumps and compressors and sewer lines; applicable codes and regulations; safety precautions applicable to electricity and pump maintenance; OSHA requirements for confined/enclosed spaces.

ABILITY TO

All Assignments

Operate hand and portable power tools; perform skilled work in a specialized designated maintenance area; plan and layout work; estimate time and material requirements; maintain accurate records; operate a vehicle, observing legal and defensive driving practices; understand and carry out oral and written instructions; and establish and maintain effective relationships with those contacted in the course of work.

Parks Assignments

Use with skill the tools, equipment and materials used in the repair of irrigation systems, facilities and parks. Apply herbicides, pesticides and fungicides, using proper safety precautions; install and repair landscaping and irrigation systems.

Tidelands Assignments

Assess and take appropriate action to reduce effect of tidal action and operate heavy equipment used in beach maintenance.

Building Maintenance Assignments

Perform minor plumbing and electrical repairs. Perform complex construction and maintenance repairs.

Sewer Assignments

Perform skilled work in the operation, maintenance and repair of small internal pumps. Valves and compressors; use with skill the tools, test equipment and materials used in the repair of pumps, compressors and sewer lines.

Street Assignments

Perform skilled work in concrete forming and finishing of sidewalks, curb, and gutters, alleys, pads, driveways and walls. Perform skilled work in asphalt street repairs/

TOOLS AND EQUIPMENT

All Assignments

Incumbents will drive heavy construction equipment, trucks, forklifts, cranes, aerial manlifts, tractors, mowers, rototilers, hand tools (manual and power).

SPECIAL REQUIREMENTS

Possession of a valid Class B California Driver's License at time of appointment and maintain same during appointment.

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Education & Experience

Graduation from high school education as GED equivalent, and two (2) years of experience relating to construction, maintenance, or repair, or any equivalent combination of education and experience.

PHYSICAL DEMANDS

All Assignments

Productivity: Incumbents must perform work in an efficient, effective, and timely manner without constant supervision and must react to change productively. Incumbents are expected to be in attendance and prepared to perform the duties of the position.

Heavy Work: Positions in this class perform work which regularly involves lifting, pushing and/or pulling of objects which may weigh 100 pounds or more.

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Mobility: Positions in this class require the mobility to stand, stoop, reach and bend. Incumbents must have sufficient mobility to drive and operate a variety of vehicles, and construction equipment (crane truck, boom truck, loader backhoe, pumps).

Vision: Incumbents require sufficient vision to work both up close and at a distance from worksite, distinguish colors, possess sufficient peripheral vision to see objects and people to either side, sufficient depth perception to judge distance and spatial relationships.

Communication: Incumbents require the ability to communicate in a clear and concise manner face to face, and over the phone with members of the public and co-workers. Incumbents require the ability to communicate with co-workers via radio terminals.

Environment: Incumbents are exposed to loud noise, dust, debris and/or particles, gas fumes, sunlight, confined spaces, extreme heat, change in temperature, and exposure to wind and rain.

Work Schedule: Incumbents may occasionally be required to work hours other than eight hour required work shifts. Incumbents must be able to work on holidays, weekends and evenings as required. Incumbents may be required to work on an overtime callback basis.

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Stress Factory: Incumbents are exposed to traffic hazards, moving parts, pressurized equipment, and may be required to deal with difficult situations.

WORK ENVIRONMENT

Incumbents may be required to work in inclement weather without effective protection from sun, cold and rain. Incumbents may be required to work with gases and harsh or toxic substances. Incumbents may be required to work around foul odors. Incumbents may be required to wear protective apparel including goggles, face protector, noise insulators, apron and shoes. Incumbents work in and around vehicular traffic.