



JOB DESCRIPTION

Maintenance Worker

Date Prepared: September, 2015

SUMMARY: Under general supervision, performs a variety of unskilled and semi-skilled tasks in the repair and maintenance of a variety of City infrastructure. Duties vary by department and/or division; performs related duties, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Maintain and repair tools and small equipment.
- Perform parts run, as necessary.
- Maintain maintenance records.
- Attend various meetings including employee safety meetings, training sessions, and others, as assigned.
- Participate in City special event setup and planning, as needed.
- All other duties, as assigned.

Facilities-

- Participate in the maintenance and repair of City facilities including welding, room additions, cabinets, and counter tops; repair roofs; HVAC; fabricate security doors and windows for parks facilities; perform custodial duties for City facilities.
- Maintain the City's swimming pool and filtration system, check and maintain chemical use, and perform plumbing repairs.

Parks-

- Paint buildings, benches, picnic tables, and other park structures.
- Perform the cleaning and maintenance of parks and facilities; prep ball fields; mix and perform weed, pesticide, and fertilizer applications; inspect playgrounds and make repairs; set watering schedules.
- Participate in the maintenance and repair of electrical, plumbing, irrigation systems and equipment, and maintain timers.

Public Works-

- Maintain and repair City streets, landscapes, and sidewalks; seal cracks, grade shoulders, ditches, and unpaved roads; clean sewers and drains to prevent flooding and pollution; operate a variety of motorized equipment and tools.
- Remove graffiti from walls, signs, sidewalks, and streets; maintain bus shelters, Transit Center, Amtrak platform, and Transfer Center; trim and/or remove trees, weeds, and trash; may be assigned to apply herbicides and pesticides.
- Assist in maintaining pump stations, sewer pipes, laterals, and man holes; perform welding repairs.

- Assist in the cleaning of sewers, storm drains, and catch basins.
- Respond to after hours and emergencies; perform storm duty; set up signs and barricades; safely and effectively close roads.

Solid Waste-

- Remove illegally dumped items and hazardous materials within the City.
- Complete tire manifests, daily reports, and other record keeping.
- Operate compacting trash truck, trailers, and other vehicles used in collection of solid waste, tires, and other items.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND one year of public works, landscape or facilities maintenance and repair operations experience, which may also include irrigation systems and repair operations, facilities maintenance, street maintenance, traffic control, or sanitary sewer maintenance; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Construction maintenance and repair practices and methods.
- Public Works construction and maintenance operations.
- Plumbing and electrical systems maintenance and repair.
- Irrigation systems maintenance and repair.
- Basic power and hand tools.
- Welding practices and methods.
- City building codes.
- Employee safety practices and Flagger safety training.
- Sanitary sewer systems and operations.
- Right of way and road shoulder maintenance.
- Herbicides and pesticide application procedures.
- Physical needs of turf, plants and trees, including tree removal methods.
- Operation of motorized construction and maintenance equipment and vehicles safely and efficiently.
- Storm drain, sewer line, and lift station operations and maintenance.
- Principles and practices of project management.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power and hand tools and motorized equipment and vehicles.
- Maintaining basic written records.
- Time management.
- Attention to detail.
- Operating a personal computer and various software applications.

- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to possess a valid California Class “A” or “B” Commercial driver’s license with endorsements.
- May require qualified applicator certification.
- May require Pool Operator certification.
- May require flagger certification.
- May require confined space entry certification.
- May require forklift operator certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders; work in trenches and in confined spaces. May be required to stand and/or walk, stoop, and bend for long periods of time. Must be able to lift and carry items weighing up to 100 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy to heavy objects. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends; must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date