



JOB DESCRIPTION

Maintenance Worker Solid Waste Division

Date Prepared: April, 2020

SUMMARY: Under general supervision, performs a variety of unskilled and semi-skilled tasks in the repair and maintenance of a variety of City infrastructure; 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 and supply runs, as necessary.
- Maintain maintenance records.
- Attend various meetings including employee safety meetings, training sessions, and others, as assigned.
- Participate in City special event planning, setup, operation and teardown, as needed.
- Remove illegally dumped items, hazardous materials, and other debris as needed within the City.
- Remove debris from homeless encampments.
- Complete tire manifests, daily reports, cost recovery worksheets, and other record keeping.
- Operate compacting trash truck, trailers, and other vehicles and equipment used in the collection of solid waste, tires, and other items.
- Board up, paint, and otherwise secure abandoned or vacant buildings.
- Maintain inventory and supplies at warehouse/storage facilities.
- Assist with distribution of information/door hangers to residential and commercial locations.
- Staff information booths at events and provide information to the public.
- Assist other departments/divisions, as necessary.
- Perform other duties, as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND one year of general labor or general maintenance experience; OR an equivalent combination of education, training, and experience.

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 be required to obtain forklift operator certification.

Knowledge of:

- Applicable state and federal codes, ordinances, laws, rules, and regulations.
- Construction maintenance and repair practices and methods.
- Construction and maintenance operations.
- Basic power and hand tools.
- Welding practices and methods.
- Employee safety practices.
- Safe and efficient operation of vehicles, motorized equipment, and tools.
- Principles and practices of project management.

Skill in:

- Providing efficient customer service.
- 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.

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