CITY OF ATASCADERO

Maintenance Worker I

GENERAL PURPOSE:

To perform unskilled and semiskilled maintenance, repair, janitorial, and construction work in support of the activities and operations of assigned division; to operate and/or learn to operate automotive and/or specialized equipment as assigned. Positions in this classification may be assigned to a crew, may be assigned to perform work at designated City parks or other City facilities, and/or may be assigned to a specific detail. This job class functions at an entry level of classification. As knowledge, background, and skills increase, promotion to the next higher level classification may be reasonably expected.

SUPERVISION RECEIVED:

Works under direct supervision within a framework of well-defined policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a variety of grounds maintenance tasks to include mowing, watering, raking, pruning, athletic field preparation, and other turf maintenance duties.
- Assists in the installation, maintenance, and repair of City sidewalks, streets, curbs, gutters and traffic signs.
- Maintains assigned areas, facilities, and equipment in clean and orderly condition.
- May operate and make minor repairs to small-to-medium sized automotive or specialized equipment.
- Assists in a variety of general maintenance and repair work including carpentry, painting, welding, and plumbing.
- Assists in the more complex and specialized maintenance and construction tasks as appropriate to assignment. Learns the operation of large and specialized equipment as assigned.
- Assists in maintaining records related to duties performed and equipment used.
- Maintains job request/work order records. Create and monitor project lists.
- Performs general cleaning and janitorial functions in the upkeep of assigned areas in City buildings including, but not limited to: floor maintenance; wall, furniture, woodwork, counter and office equipment; restroom disinfecting, replenishing supplies; metal work, windows and glass doors; waste disposal; light fixtures.
- Performs minor maintenance and repair work such as replacing faucet washers, replacing lamps, fixtures, bulbs and tubes, installing shelves, and unclogging toilets and drains; assists with major maintenance work as assigned.
- May purchase janitorial supplies, light bulbs and other supplies; maintains supplies in a safe manner.
- Performs related duties similar to the above in scope and function, as required.
PERIPHERAL DUTIES:

- Moves, rearranges, and sets up chairs, tables, desks and other furniture and equipment for meetings, classes and other events.
- Lock and unlocks doors and gates to ensure security of buildings and related areas; raises and lowers flags.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a standard senior high school or GED equivalent, and
- Any combination of experience, training and/or education to demonstrate abilities essential to the performance of the position.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Ability to read, write, and maintain routine records at a level sufficient to successfully perform required duties.
- Ability to safely and effectively operate and/or learn to operate automotive and/or specialized equipment as assigned; learn basic plumbing, electrical and carpentry maintenance techniques; ability to learn turf mowing; practices, procedures, and techniques pertaining to assigned area.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS:

- Must be able to provide proof of eligibility to work in the United States and complete an Employment Eligibility Verification form.
- Must possess a valid Class C California Driver License and a satisfactory driving record.

TOOLS AND EQUIPMENT USED:

Floor cleaning and polishing machines including vacuums and buffers, power and hand tools, including blowers, mowers, edgers, aerators, chainsaws, jackhammers, cement-finishing tools, paving tools, and ditch witch. Motorized vehicles and equipment, mower, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, shovels, wrenches, detection devices, mobile radio, phone, and computer.
PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee may be required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must frequently lift and/or move 25 pounds, possibly up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually moderate-to-loud in the field.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: ____________________________  July 13, 2017__________
Rachelle Rickard, City Manager            Date