



**DECEMBER 2021
FLSA: NON-EXEMPT**

MAINTENANCE WORKER

HOURLY PAY RANGE: \$18.04 - \$23.74

DEFINITION

Under direct or general supervision, performs a variety of semi-skilled work in the construction, maintenance, repair, and operation of District facilities including parks, park landscapes, and park facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory staff. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the maintenance series that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition, and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned parks and facilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. This class is distinguished from Senior Maintenance Worker in that the latter is the advanced journey-level responsible for performing skilled work required within the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs semi-skilled maintenance and repair of District aquatic facilities, parks, and facilities, including lawn maintenance, trimming and pruning bushes and shrubs, and basic carpentry, painting, plumbing, and electrical work.
- Performs routine inspection, maintenance and clean up of District park lands.
- Performs routine pool area repair and maintenance; maintains water chemistry and safely handles and stores hazardous chemicals; inspects and performs maintenance on dehumidifiers; and ensures the cleanliness of assigned facilities.
- Mows, weeds, trims, aerates, and renovates lawns, shrubs, bushes, and trees; ensures the continued health of District landscapes.
- Ensures clearance of sidewalks, signs, and lights; removes debris and other hazards around facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Operates UTV/ROV/ATV as required to maintain park lands and facilities
- Performs general custodial and maintenance duties, including cleaning, stocking, and repairing restrooms and equipment, painting buildings, changing lights, resurfacing floors, and picking up trash.

- Identifies maintenance needs and safety hazards and reports to appropriate staff.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to complaints and answers questions from the public or escalates to the supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Assists in set-up and removal of equipment for special events, as assigned.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in similar positions.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining and repairing parks and facilities, such as landscaped areas and related facilities and building systems.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Equipment Maintenance, performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Equipment Selection, determining the kind of tools and equipment needed to do a job.
- Critical Thinking, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform semi-skilled construction, modification, maintenance, and repair work on District parks and facilities.
- Safely and effectively use, operate, and maintain the full range of light to heavy equipment and hand and power tools required for the work.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Operate a motor vehicle, UTV/ROV/ATV safely.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in maintenance, janitorial and/or related facilities work.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate valid driver's license.
- Possession of, or ability to obtain, Drivers Safety/Defensive Driving Certification
- Possession of, or ability to obtain, UTV/ROV/ATV Safety Certification

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays as needed.

Signature of Employee

Date