CITY OF EL CERRITO

MAINTENANCE WORKER/MAINTENANCE WORKER – ENTRY LEVEL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of public works and parks facilities.

DISTINGUISHING CHARACTERISTICS

This is the journey or experienced level. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker -- Entry or when filled from the outside, require prior experience in the construction and maintenance of public works or parks facilities. Appointment to the higher class requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate the full range of mechanical and vehicular equipment with the appropriate licenses or certificates.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker - Receives general supervision from the Maintenance Services Supervisor, and functional or technical direction from Maintenance Services Leadworker. May exercise functional or technical supervision over less experience maintenance staff.

Maintenance Worker - Entry Level - Receives general supervision from Maintenance Services Supervisor, and immediate functional or technical direction from the Maintenance Services Leadworker or journey-level Maintenance Workers depending on the work assignment.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Operate construction and maintenance equipment for a variety of construction and maintenance operations involving streets, sidewalks and gutters, and storm drains.

Install traffic cones and barricades around work areas to insure safety of workers and public.

Spread asphalt in patching and repairing streets.

Use concrete cutting and breaking equipment; operate jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Maintain landscaped areas, recreation and play areas, street islands and medians including water, weed, trim, renovate, fertilize shrubs, trees and flower beds; rake leaves, clean walks, fields, courts and other facilities; and pick up rubbish and paper, and perform general grounds cleaning.

Essential Functions: (continued)

Plant and maintain trees, flowers, and shrub; prepare ground around plants and shrubs, including mixing and applying fertilizers, insecticides, and herbicides.

Assist in the maintenance of sprinklers and irrigation equipment.

Operate a variety of power construction and maintenance equipment used in the street and park maintenance and repair; operate light and medium-sized construction and power equipment, such as mechanized broom, backhoe/loader; operate motorized vehicles and equipment, including dump truck, pickup truck, utility truck, bucket lift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

Trim and remove trees from City property.

Repair storm drains, catch basins and storm drain pipes.

Participate in moving and installing park and recreational equipment.

Perform work in emergency situations as required.

Perform all duties in conformance with appropriate safety and security standards.

Marginal Functions:

Paints traffic markings on streets, crosswalks, parking lots, and curbs.

Purchase and install traffic signs and remove signs no longer required.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Maintenance Worker – Entry Level

Knowledge of:

Uses and purposes of general construction tools and light equipment.

Safe work practices.

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with those contacted in the course of work, including other city staff and the public.

Respond to emergency and after hours calls.

Ability to: (continued)

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some work experience in heavy labor is highly desirable.

Training:

Formal or informal education at a level which provides the ability to read and write at a level required by the job. Additional specialized training in heavy construction methods is highly desirable.

Licenses/Certificates/ Other requirements:

Possession or ability to obtain by date of hire, a valid Class C California Driver's License

Maintenance Worker: In addition to the qualifications for Entry level:

Knowledge of:

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of public works and parks facilities.

Ability to:

Perform skilled maintenance, construction and repair work.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

Work independently and effectively in the absence of supervision.

Use and operate, in a safe and efficient manner, hand tools, mechanical equipment, and power tools and equipment required to perform the assigned work.

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in the safe use of tools and equipment.

Experience and Training

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

Experience:

As a Maintenance Worker - Entry have successfully completed the required in-house competencies to advance to the Maintenance Worker - Journey level or have one year of experience performing duties comparable to those of a Maintenance Worker - Entry level in the City of El Cerrito.

Training:

Formal or informal education at a level which provides the ability to read and write at a level required by the job. Additional specialized training in heavy construction methods is highly desirable.

License or Certificate:

Possess, or the ability to obtain by date of hire, a valid Class C California Driver's license is a continuing requirement of this position.

PHYSICAL DEMANDS

Sitting: Occasionally to Frequently
Standing: Constantly
Walking: Constantly
Bending: Frequently
Crouching: Occasionally to Frequently
Stooping: Occasionally to Frequently
Kneeling: Occasionally
Crawling: Occasionally
Climbing: Occasionally
Balancing: Occasionally
Running: Never
Twisting: Frequently
Turning: Occasionally
Jumping: Never

Lifting:
up to 10 lbs: Frequently
11 to 25 lbs: Frequently
26 to 50 lbs: Frequently
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Carrying
up to 10 lbs: Frequently
11 to 25 lbs: Frequently
26 to 50 lbs: Frequently
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Pushing/Pulling:
up to 10 lbs: Constantly
11 to 25 lbs: Frequently
26 to 50 lbs: Frequently
51 to 75 lbs: Occasionally
76 to 100 lbs: Never
100 + lbs: Never

Grasping – firm: Frequently
Finger dexterity: Frequently
Reaching forward: Frequently
Reaching overhead: Frequently
Pinch grasp: Occasionally
Grasp – light: Constantly

Coordination - Eye-hand: Frequently
Eye-hand-foot: Frequently
Driving: Occasionally to Frequently

PHYSICAL DEMANDS (continued)

Talking	-	Face-to-face: Occasionally Verbal contact: Frequently Public: Occasionally
Vision	-	Acuity far: Required Acuity, near: Required Depth perception: Required Field of vision: Required Accommodation: Required Color vision: Required
Hearing	-	Conversation: Frequently Telephone: Frequently Earplugs: Frequently

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed uninvolved instructions, One or two step instructions, Reading-simple, Writing-simple, math skills,-simple, speaking-signaling, Taking instructions-helping, Setting up, Precision work, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Outdoors, Moving machinery, Dust/fumes/smog/gases/et., Excessive noise, Solvents/grease/oil, Slippery/uneven surfaces, Below ground, Vibration, Works around other, Works alone, Works with others, Required-safety glasses, Required-ear plugs, Required-hard hat, Required-protective clothing.

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