

MAINTENANCE WORKER I/II – FACILITIES

DEFINITION

To perform maintenance and repairs on buildings, grounds and facilities, which may include parks, swimming pools, wastewater treatment and water facilities, parking lots, solid waste facilities and the airport; and to perform related duties and responsibilities as required. These positions are typically assigned to the Facilities Division of the Public Works Department and may be assigned to the Human Services Department. If assigned to the Human Services Department, the incumbent will also perform weatherization of homes of low-income persons, the elderly, and other economically disadvantaged persons.

Maintenance Worker I - Facilities is the entry-level classification in the class series. Initially under close supervision, incumbents perform a variety of building maintenance duties while learning County policies and procedures. This classification is flexibly staffed with Maintenance Worker II - Facilities and incumbents normally advance to the higher level after gaining experience and achieving proficiency, which meet the requirements for higher level.

Maintenance Worker II - Facilities is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing the more skilled maintenance work.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Maintenance Supervisor – Facilities, Public Works Director, or from assigned supervisory/management staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Essential functions may vary from position to position within classifications.)

Performs general maintenance and repair work on electrical equipment, including repairing wiring and fixtures, and plumbing equipment, including installation and repair of pumps and fixtures.

Maintains parks and grounds including weeding, pruning, watering, mowing, trimming and fertilizing; and maintains irrigation systems.

Performs a variety of unskilled and semi-skilled duties such as repairing tennis courts, playground swings, slides and other park equipment including picnic facilities.

Maintains and repairs fences, and grooms ball fields.

Maintains swimming pools by cleaning, painting and repairing water lines, cement walkways, pumps and filters.

Maintains and performs minor repairs on buildings, including painting interiors and exteriors, repairing and refinishing furniture, installing doors, windows, shelving, insulation, and gutters.

Operates a variety of light or medium-size automotive equipment such as trucks and loaders.

Performs custodial duties as assigned.

Maintenance Worker II - Facilities: (In addition to the above)

Performs maintenance and repair of various electrical, water, sewer and pump equipment within the Special Districts.

Maintains airport runways and public parking lots.

Operates snow removal equipment, backhoes, and other power-driven equipment.

Performs maintenance of equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Maintenance Worker I - Facilities

Safe procedures, methods, tools and equipment used in general maintenance work.

Procedures and methods used in general grounds, parks and facilities maintenance work.

Operations, minor field maintenance, repair and adjustment of assigned equipment.

Provisions of the California Vehicle Code applying to the operation of vehicles and safety requirements - safe driving practices.

Maintenance Worker II – Facilities (In addition to the above)

Tools commonly used in the building construction trades.

Operation of power-driven equipment.

Procedures, methods, tools and equipment used in skilled maintenance work.

Ability to:

Maintenance Worker I - Facilities

Skillfully and safely operate assigned tools and equipment.

Maintain and repair equipment used in buildings, grounds and facilities maintenance.

Maintain a variety of equipment and tools.

Perform semi-skilled and unskilled labor.

Maintain accurate accountability for all materials and equipment.

Perform heavy manual work.

Communicate effectively with those contacted in the course of business in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintenance Worker II – Facilities (In addition to the above)

Understand and execute written and oral instructions.

Make estimates for material requirements.

Work alone with minimal supervision.

TYPICAL WORKING CONDITIONS

Work is performed indoors and in a field environment; worker operates hand and electrical tools, drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, animals, above average noise, working in heights. Must be able to work irregular hours as necessary.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating tools and specialized equipment. Requires the strength and stamina to perform maintenance duties, including operating electrical saws, drills, blowers, hand and power driven lawn mowers, weed eaters and all types of maintenance equipment and driving a motor vehicle.

MINIMUM QUALIFICATIONS:

Experience:

Maintenance Worker I - Facilities

One year of experience in building maintenance, construction, or grounds maintenance.

Maintenance Worker II - Facilities

Two years of experience in building maintenance, construction or grounds maintenance comparable to that of a Maintenance Worker I - Facilities in Mariposa County.

Education: (Both Maintenance Worker I / II - Facilities)

High school diploma or GED equivalent. Depending on assignment, may be required to

successfully complete within six months from the date of hire the weatherization training school conducted by Pacific Gas & Electric.

Additional Requirements: (Both Maintenance Worker I / II - Facilities)

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Some assignments may require the ability to obtain a valid California Class B driver's license within a period of six months.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.