

## CITY OF SAN JUAN CAPISTRANO

### MAINTENANCE WORKER I

*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 maintenance functions in public works, including city sewer lines and pump stations, maintenance of public buildings and facilities, or street maintenance, landscaping, irrigation, weed abatement, equestrian, open space and right-of-way; and to perform a variety of maintenance functions relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class within the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of more routine tasks and duties including performing less complex maintenance activities. Since this class is typically used as a training class, employees may have limited or no directly related work experience.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Works Supervisor.  
May receive general supervision from higher level supervisory or management staff.

**ESSENTIAL FUNCTION STATEMENTS** . *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assists in public works maintenance activities, including either maintenance of city sewer lines and pump stations, maintenance of public buildings and facilities, fleet maintenance and repair, or street maintenance, park maintenance, landscaping, irrigation, weed abatement, equestrian, open space, and right-of-way maintenance.
2. Operates a variety of maintenance equipment including an air compressor, mowers, forklift, cutting torch and basic hand and power tools including chain saw, weed eater, drills, and related tools.
3. Assists in breaking and repairing concrete and asphalt surfaces; assists in excavation and replacement of concrete and asphalt surfaces; assists in performing hot patching and sealing of surfaces; shovels and rakes asphalt.
4. Digs ditches; backfills trenches and holes.
5. Assists in setting up and taking down traffic warning devices and barricades for traffic control. Adherence to standard safety precautions, as demonstrated by supervisory staff.
6. Assists in maintaining City right-of-way; trim weeds around roadways; picks up litter on medians, gutters, curbs, and related areas.
7. Assists in maintaining and caring for street and park trees to ensure public safety; trim and prune trees to keep streets and sidewalks clear.
8. Assists in installing, maintaining, and repairing traffic signs and markers.

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9. Assists in maintaining and cleaning sewer lines, storm drains and drainage ditches; assists in repairing sewer lines due to leaks; assists in unclogging sewer lines.
10. Assists in monitoring and checking sewer lift stations, pumps and control panels; assists in cleaning stations; assists in repairing and overhauling pumps, motors, chlorinators and control valves.
11. Assists in performing preventive and general maintenance on vehicles and equipment; maintains service records.
12. Assists in maintaining park grounds including maintenance and removal of trees, shrubs and lawns; assists in maintaining bike and equestrian trails.
13. Assists in providing assistance at fairs, parades and other special events; assists in the set-up of public equipment.
14. Assists in providing emergency assistance, as necessary.
15. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic methods and techniques of street, sewer, park, landscaping and building maintenance.

Equipment and tools used in the maintenance and repair of streets, sewers, parks, landscaping and buildings.

Basic principles of the building trades including plumbing, carpentry, heating, air conditioning and electrical.

Occupational hazards and standard safety practices.

**Skill in:**

Learning to operate a variety of maintenance and repair equipment in a safe and effective manner.

Performing a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Performing heavy manual labor.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

**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:**

One year experience in the maintenance and repair of public streets, sewers, storm drain systems and parks.

**Training:**

Equivalent to completion of the twelfth grade.

**License or Certificate**

Possession of, or ability to obtain, a Class B driver's license.

Possession of, or ability to obtain, CPR and First Aid certification.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing, bending, kneeling or crouching for prolonged periods of time; performing heavy manual labor; operating motorized equipment and vehicles.