



# **CITY OF GUADALUPE**

## **Maintenance Worker I - Public Works**

### **SEIU Range(s) 151**

### **JOB DESCRIPTION**

08/19/2021

#### **DEFINITION:**

Under general supervision performs a wide variety of skilled, unskilled, and semi-skilled maintenance work in the repair of streets, sidewalks, storm drains, building, parks, and other City facilities and infrastructure. Working individually or with a small crew performing tasks related to landscaping services and facilities maintenance, such as performing weed control, servicing irrigation systems, maintaining park grounds, and graffiti removal.

#### **Maintenance Worker I – Salary Range 151**

The Maintenance Worker I is an entry-level class in the Maintenance Worker series. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within established procedural guidelines, where there are minimal consequences of errors.

#### **ESSENTIAL FUNCTIONS:**

##### **Parks Maintenance:**

- Maintain City landscaping, including mowing, trimming, pruning, edging, herbicide and fertilizer treatment, weeding, irrigation system maintenance, and debris maintenance.
- Perform tree trimming and removal services, including pruning branches, grinding tree stumps to ground level, and removing trees safely and efficiently.
- Remove trash and debris from all park areas.
- Repair and maintains upkeep of park benches and tables.

##### **Facilities Maintenance:**

- Perform minor plumbing, electrical and carpentry work at all City facilities.
- Repair parks benches and tables.
- Clean, sanitize and service park restrooms.
- Perform Janitorial services

##### **Streets Maintenance:**

- Maintain streets and sidewalks and repair, as needed.
- Break out concrete and asphalt; perform concrete forming and finishing work.
- Apply paint to street markings; apply stripes; select stencils for street marking.
- Replace, maintain, and repair traffic signs, traffic dividers, and traffic control devices.
- Remove and clear debris from gutters, culverts, and drainage structures.
- Perform a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians, as necessary.



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ESSENTIAL FUNCTIONS (cont'd):

Other:

- Basic painting.
- Maintain equipment and vehicles ensuring safety measures are adhered to.
- May be required to respond to after-hours emergencies.
- Perform heavy physical labor, including lifting, carrying heavy objects, and shoveling.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

KNOWLEDGE/SKILLS:

- Basic principles, practices, tools, and materials as they relate to the maintenance repair of infrastructure, facilities, systems, and other related items similar to those in a municipal environment.
- Basic landscaping and vegetation maintenance.
- Basic janitorial knowledge.
- Basic plumbing maintenance, electrical and carpentry skills.
- Basic preventative maintenance techniques on vehicles.
- Safety procedures, practices, requirements, and equipment in a work environment.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

EDUCATION/EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of one (1) year of general maintenance experience related to streets, facilities, parks, etc.
- Possession of a valid California driver's license, Class C, and a satisfactory (clean) driving record.
- Knowledge of and experience with application and finishing of asphalt and concrete and tools used with such materials, highly desired.



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#### **PHYSICAL REQUIREMENTS:**

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.

- Frequently bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at, and below shoulder level.
- Ability to occasionally lift, carry, push, and pull materials and objects up to 60 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to communicate to exchange information effectively verbally both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally use telecommunications equipment; drive motorized equipment/vehicles. Infrequently use a computer.
- Occasionally sit; frequently stand or walk.

#### **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.

- Frequently work in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Occasionally work near moving mechanical parts and electrical hazards.
- Frequently work in contact with hazardous chemicals.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

*This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.*