

CITY OF LAKE ELSINORE
MAINTENANCE WORKER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Maintenance Worker series, including maintenance and construction work in the streets, parks, lake operations, facilities and the stadium; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I

The **Maintenance Worker I** is the entry level class in the Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of maintenance and construction tasks. This classification is alternatively staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Maintenance Worker II

The **Maintenance Worker II** is the journey level class in the Maintenance Worker series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks. This classification is distinguished from the next higher classifications of Streets Lead Worker, Lake Operations Lead Worker and Stadium Lead Worker, which are responsible for performing the more complex maintenance assignments and supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Maintenance Worker I

Receives immediate supervision from a Lead Worker. Incumbents may receive lead direction from a Maintenance Worker II. Incumbents in this class do not routinely exercise supervision, but may provide supervision to court assigned work crews.

Maintenance Worker II

Receives general supervision from a Lead Worker. May exercise functional or technical supervision over lower level workers and court assigned work crews.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs maintenance, repair, construction and installation work in streets, parks, lake recreation areas, facilities, and the stadium; inspects assigned areas and corrects and/or reports safety hazards.
- Streets: Performs skilled street maintenance tasks involving the repair, maintenance and construction of curbs, gutters, sidewalks, streets, roadways, storm drains, pavement, and related facilities; removes debris from roads, drains, pedestrian walkways and public areas; performs weed abatement and graffiti removal; assists in the installation, maintenance and inspection of City signs, road markings, striping, and delineators; performs concrete sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs and crack sealing; paints curbs; installs and repairs guardrails and barricades.
- Parks: Performs skilled maintenance, repair, construction, and installation work in parks, landscapes, and recreational facilities; cleans and maintains grounds, paved areas, paths and walkways; picks up trash and litter; opens, cleans and maintains all restrooms; installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; performs weed control, shrub planting and trimming; mixes and applies herbicides and pesticides in a safe manner; operates and maintains a variety of hand and power landscaping tools and equipment.
- Lake: Performs skilled maintenance, repair, construction, and installation work in lake facilities; performs buoy maintenance, including positioning, cleaning and numbering; constructs and maintains docks, test tanks, fishing stations and bollards; cleans and maintains public recreation areas, including beaches, picnic areas, boat launches and parking lots; operates a variety of watercraft and maintenance equipment.
- Stadium: Performs skilled building facility maintenance and repair tasks, including minor electrical and dry wall repair; services boilers and electrical sub-panels; maintains and repairs stadium seating; replaces damaged plywood on homerun fence; paints exterior walls and hand rails; repairs irrigation systems and oversees turf areas; assists with fire department facility inspections; provides set up for special functions; may be required to work special events at the stadium.
- Assists other Public Works and Maintenance Services units when required; performs minor carpentry, painting, tree trimming, graffiti removal, and traffic control; operates trucks, loaders, backhoes, forklifts and other light and heavy duty maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; works with a variety of outside contractors; responds to after hours call-outs as assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to lower level staff; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. When assigned to the lake, position requires swimming, wading and operating a watercraft. The incumbent may use chemicals that may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Maintenance Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Maintenance Worker I

One year of work experience as a laborer in construction, maintenance or landscape work, and a high school diploma or equivalent.

Maintenance Worker II

In addition to the above, one year of experience in construction and maintenance of streets, parks or buildings and grounds equivalent to that of a Maintenance Worker I with the City of Lake Elsinore.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license; ability to obtain a valid class A or B California Driver's license within the first year of employment; ability to obtain certification from the University of California extension in "safety through maintenance and construction zones".

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Maintenance Worker I and II levels.)*

Knowledge of:

Modern practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, parks, buildings, water recreation areas, and grounds; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and

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regulations; confined space entry procedures; practice and procedure used in weed abatement; safety requirements for operation of trucks, construction vehicles and other equipment; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and installation of asphalt, signs, concrete, and irrigation systems; maintain public facilities and water recreation areas; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; ability to swim and wade when assigned to the lake; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools and materials.