



## **CITY OF HALF MOON BAY**

### **Job Specification**

**Class Title: Maintenance Worker I**  
**Status: Non-exempt**  
**Department: Public Works**  
**Reports To: Public Works Superintendent**  
**Employee Group: Local 39**  
**Adopted by City Council/Resolution Number:**  
**Modified:**

#### **DEFINITION**

The Maintenance Worker I performs a variety of semi-skilled maintenance work and operates a variety of maintenance equipment in the construction, operation, repair, maintenance, and replacement of City sewer, street, and storm drains. The Maintenance Worker I also sprays, plants, waters, removes and trims trees and maintains and repairs grounds, parks, and building facility areas.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Maintenance Worker series. Employees in this class will usually perform most of the duties required of a Maintenance Worker II, however, as compared to the Maintenance Worker II, is not expected to function at the same skill level and will usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern that has been established and explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise.

#### **SUPERVISION RECEIVED/EXERCISED**

The Maintenance Worker I receives immediate supervision from the Public Works Superintendent and/or the assigned Public Works Maintenance staff.

#### **IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)**

Duties may include, but are not limited to, the following:

- **General Maintenance**

- Maintain a variety of records relating to vehicle and equipment inspections, and maintenance activity.
- Be able to operate motorized vehicles and equipment on routine assignments in the loading, hauling and unloading of asphalt, gravel and sand including dump truck, pickup truck, utility truck, sweeper, backhoe, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile devices, phone, and a ditch witch.
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor. Clean equipment. Insure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Perform other duties as assigned.

- **Street Maintenance**

- Perform required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, storm drain maintenance, emergency storm work, and laying and backfilling.
- Participate in concrete work such as curb, gutter and sidewalk repair.
- Paint crosswalks, curbs, intersections and signs.
- Collect trash and garbage.

- **Parks, Grounds, and Building Maintenance**

- Maintain plantings, grounds and buildings, recreation areas and the installation and or repair of irrigation systems and drinking fountains.
- Water, weed, trim, seed, renovate and fertilize turf, shrubs, trees, and flower beds. Rake leaves, clean walks, fields, courts, and other facilities.
- Plant and maintain trees, flowers, and shrubs.
- Pick up rubbish and paper, and perform general grounds cleaning.
- Paint and spray the interior and exterior of buildings.
- Repair restrooms, sinks, toilets, and drinking fountains.
- Operate small power mowers, edgers, sprayers, and other equipment.

- Drive vehicles used to transport materials, sprayers, tools, and equipment as required.
- Operate the mowing equipment, tractors, and a variety of hand and power tools used in park and landscape maintenance work.
- Perform routine preventive maintenance on mowing equipment and hand and power tools used in the work.
- **Tree Maintenance and Trimming**
  - Remove dead, broken and undesired branches and tops of trees using saws, axes, and other tools, both hand and powered.
  - Sharpen and otherwise maintain and care for tools and safety equipment.
  - Respond to emergency calls as necessary.
- **Custodial Maintenance**
  - Dust, clean, and polish furniture, woodwork, fixtures, and equipment.
  - Wash windows, clean restrooms, and replenish supplies.
  - Replace light bulbs and notify appropriate authorities for major repairs.
  - Empty waste receptacles and clean sinks and counters.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Equipment, facilities, materials, methods and procedures used in public works maintenance, construction and repair activities.
- Occupational hazards and standard safety precautions necessary in the workplace.

### **Skill to:**

- Safely operate and maintain some of the listed tools and equipment.
- Safely operate and drive utility and oversized vehicles.
- Safely perform physical tasks for long periods of time.

**Ability to:**

- Understand and carry out oral and written instructions.
- Perform a variety of heavy manual tasks, occasionally under severe weather conditions.
- Use and care for assigned equipment and tools in work area assigned.
- Operate a variety of equipment used in street maintenance and construction, tree trimming, parks, painting, buildings and facilities maintenance.

**EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification are required. A typical qualifying background would be graduation from high school or a GED equivalent or any equivalent combination of education and experience.

**PHYSICAL DEMANDS**

The Maintenance Worker I is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. This employee in this position is frequently required to stand and talk or hear, and is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with the use of proper equipment.

**WORKING CONDITIONS**

While performing the duties of this position, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and encounters the risk of electrical shock. The noise level in the work environment can be loud for extended period of times.

**LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess a valid class "C" California Driver's License.