



## ***FACILITIES MAINTENANCE WORKER JOB DESCRIPTION***

Under general supervision, operates specialized meter equipment and performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment and tools in the construction, operation, repair, maintenance, and replacement of Public Works facilities.

### **EXAMPLE OF DUTIES:**

- Performs manual labor and operates equipment associated with the operation, maintenance, repair and construction of the roadway system, including, roadway, shoulder, sidewalks, curb and gutter, street signs and medians
- Performs manual labor and operates equipment associated with the operation, maintenance, repair and construction of the storm drain system, including inlets, catch basins, outlets and pipeline
- Performs manual labor and operates equipment associated with the maintenance, repair and construction of the water system, including distribution system, water treatment system, wells, reservoirs, booster station, valves and meters
- Performs manual labor and operates equipment associated with the maintenance, repair and construction of the wastewater system, including collection system, lift stations, wastewater treatment, manholes, and clean-outs
- Read and record water meters
- Performs maintenance of parks, lawns, and open space (including mowing, edging, weeding, etc.) and other landscape vegetation control and litter control
- Performs maintenance and repair of public building facilities, including city-owned buildings trellis, pergolas and transit bus shelters
- Perform traffic control as needed
- Perform mechanical work as needed
- Minor construction projects, which include carpentry, concrete or electrical work
- Assist with code enforcement of brush, trees, illegal dumping
- Assist with emergency work, including sewer over flow response
- Performs other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- At least two (2) years of facilities maintenance and construction experience required, preferably in a public agency
- Valid California State Driver's License and safe driving record

### **KNOWLEDGE, SKILLS AND ABILITIES:**

This position performs a variety of semi-skilled and skilled maintenance work, and operates a variety of hand and power tools in the construction, operation, repair, maintenance, and replacement of the City's water system (supply, treatment or distribution facilities and systems), the City's wastewater system (collection, conveyance or treatment facilities and systems), City buildings and facilities. Familiarity with these systems and facilities is essential. Ability to operate tractor, front-end loader, lawnmower, chainsaw, and other machinery. Ability to complete mathematical calculations and measurements. The candidate must have good communication skills for interacting with other staff and the general public. The candidate must also have the ability to understand and carry out complex verbal and written instructions.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Willingness to work outdoors under varying climate conditions and ability to effectively deal with allergens and insects. Must be able to drive and walk in all types of weather and walk several miles a day. During meter reading, may encounter insects, snakes, and animals such as rats or dogs. Must be in good physical condition, able to bend and stoop many times each day to read meters, attend to landscaping, climb stairs or ladders, and operate heavy equipment. Ability to lift and carry 50-pound bags. Substantial day-to-day interaction with other employees and the public to provide requested services with accurate attention to detail and adherence to procedures and standards. Must be able to do shift work, including weekends and holidays.

**SELECTION GUIDELINES:**

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

**This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.**