

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

MAINTENANCE WORKER

Civil Service Status	Competitive	Bargaining Unit:	G.E.A.
Probationary Period	One Year	Approved by City Council	9/15/08
FLSA Status:	Non-Exempt	Resolution No.:	2008-64

*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

Working independently or as a member of a crew, performs a variety of routine and semi-skilled tasks in the repair, maintenance and construction of streets, grounds keeping of parks and public grounds areas; operates motorized equipment; does general refuse collection; performs necessary manual labor; and does related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Engages in construction and repairs to sidewalks, streets, curbs, storm drains and sewers;
2. Cleans and maintains streets, parkways, vacant lots, gutters, sewers, storm drains, parks, parking areas, restrooms and tennis courts;
3. Paints tables and benches;
4. Repairs sprinklers;
5. Operates specialized trucks, aerial trucks and other motorized equipment such as an asphalt roller, jack hammers, tractor loader, small street sweeper, concrete saws;
6. Performs street traffic painting, replaces flowers and prunes shrubs;
7. Repairs light equipment used including but not limited to hand tools, lawn mowers, paint sprayer and concrete mixer;
8. Assists with such activities as installation of street signs, building maintenance and painting;
9. Perform a variety of routine preventive and corrective maintenance duties;
10. Operate a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks;
11. Performs related duties as required.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

MAINTENANCE WORKER

Civil Service Status	Competitive	Bargaining Unit:	G.E.A.
Probationary Period	One Year	Approved by City Council	9/15/08
FLSA Status:	Non-Exempt	Resolution No.:	2008-64

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ◆ Basic methods and techniques of general maintenance and repair activities related to the area of work assigned;
- ◆ Basic operational characteristics of equipment and tools used in the area of work assigned;
- ◆ Basic preventive and corrective maintenance techniques.

Ability to:

- ◆ Perform a variety of maintenance and repair work in the area of work assigned;
- ◆ Use and operate a variety of maintenance and repair equipment in a safe and effective manner;
- ◆ Perform heavy manual labor;
- ◆ Maintain and repair a variety of tools and equipment;
- ◆ Adhere to safe work practice and procedures;
- ◆ Understand and follow oral and written instructions;
- ◆ Communicate clearly and concisely, both orally and in writing;
- ◆ Establish and maintain effective working relationships with those contacted in the course of work;
- ◆ Work in an around heights;
- ◆ Work in uneven terrain;
- ◆ Work in inclement weather;
- ◆ Lift 50 pounds;
- ◆ Respond to after hour emergencies within a reasonable time period;
- ◆ Maintain accurate logs and records;
- ◆ Learn to operate computers and computerized equipment.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

No experience is required. One year of maintenance, construction, or repair experience is desirable.

License or Certificate:

Possession of or ability to obtain within 6 months a Class B California driver=s license with a satisfactory driving record.