

JOB DESCRIPTION

City of Patterson



Human Resources

PART-TIME PUBLIC WORKS MAINTENANCE WORKER I

\$14.79/Hour

JOB SUMMARY

*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.*
2360

Under supervision, to learn to perform a variety of unskilled and semi-skilled manual labor duties involving the repair, maintenance, construction and cleanup of public works facilities, City buildings, streets, water, sewer and storm drains; to assist with maintaining City trees and vegetation; and to assist with customer service issues and service requests.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Public Works Maintenance Worker series. This class is distinguished from the Public Works Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

This class is distinguished from the Public Works Maintenance Worker II in that the latter is the journey level responsible for performing the full scope of work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level supervisory and management staff.

This position will exercise no supervisory functions.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

- Learns to perform a variety of maintenance duties related to area of assignment, including but not limited to, buildings, tree and vegetation maintenance, street, collection system, and water utility maintenance.
- Performs general maintenance, upkeep and repair of City buildings and facilities; performs janitorial duties including mopping and vacuuming.

- Assists with street maintenance and repair including digging out, breaking up and hauling away damaged sidewalks, gutters, curbs, and asphalt pavement; spreads, rakes, tamps and rolls asphalt; seals street cracks with tar.
- Paints street signs, crossings, crosswalks, curbs and centerlines.
- Assists with the maintenance and repair of storm drains, sewer lines; assists in television monitoring of sewer mains and lines.
- Assists with the installation and repair of water services, water mains, fire hydrants and related facilities.
- Assists with irrigating, mowing, weeding, trimming and fertilizing lawns and landscaped areas; plants, waters and maintains various vegetation such as bushes, trees, flowers, shrubs and lawns; trims and prunes bushes, trees and shrubs.
- Performs basic construction, carpentry, plumbing, painting, electrical and HVAC repair tasks; cleans and re-stocks facilities.
- Operates a variety of trucks and equipment, including dump trucks, vector trucks, rollers, front-end loaders, backhoe, tractors, air hammers, and pavement breakers.
- Picks up garbage from citizens and hauls to county designated site.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, procedures, equipment and tools used in public works maintenance and construction.
- Basic facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting and cement work.
- Safe work methods.
- Principles and practices of customer service.

Ability to:

- Understand and follow oral and written instructions.
- Perform heavy manual labor for extended periods of time, occasionally under unfavorable conditions during odd hours.
- Safely operate and maintain tools and equipment related to public works maintenance and construction work.
- Learn to operate a computer as necessary to perform duties.
- Work with various cultural and ethnic groups in a tactful and effective manner;
- Communicate clearly and concisely, both orally and in writing.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with co-workers and the general public.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Experienced performing manual labor in public works, maintenance or construction or an equivalent combination of education and experience.

Education: Must have a High School Diploma or GED equivalent. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE

License or Certificate:

- Valid California Class C Driver's License. Must be maintained as a condition of employment.
- Must obtain possession of a valid Class B California Driver's License within four months of employment and must be maintained as a condition of employment

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

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.

While performing the duties of this job, the employee is regularly required to sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in a field environment in various weather conditions with noise, chemicals, electrical energy or radian energy, odors, vibrations, poor lighting, in hazardous areas, slippery uneven surfaces and in/around moving machinery.