

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Maintenance Worker I
FLSA Status	Non-Exempt
Salary Grade	421B
Reports To	Facilities Supervisor

GENERAL SUMMARY

This position is responsible for performing maintenance on sidewalks, pathways, parking lots, and parks, including performing custodial duties, spraying herbicide, repairing irrigation systems, completing playground inspections, and operating heavy equipment. This is the entry-level class in the Facilities Maintenance Worker series.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Operates construction and maintenance equipment and power tools including, backhoe, grader, and jack hammer. Operates mowers, edgers, and pruners.
- Maintains hand and power tools and assigned equipment. Performs preventive maintenance on equipment.
- Adhere to established safety regulations and precautions related to all work performed.
- Performs maintenance, repairs for facilities and park infrastructure. May be assigned to perform any combination of routine tasks of parks, parkways, athletic fields and trails.
- Inspects play equipment for broken structures and safety hazards as assigned. Perform repairs as needed.
- Performs maintenance, replacement for facilities, and parking lot lighting.
- Performs maintenance and repairs on building electrical, plumbing, and painting.
- Perform maintenance, repairs on pathways, sidewalks, and parking lots.
- Performs custodial duties, as needed.
- Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision and direction from higher level Maintenance staff. Exercises no direct supervision over staff.

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HUMAN COLLABORATION & JOB IMPACT

This area describes personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- One (1) to three (3) years' experience in general construction and maintenance
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Possession of a Class C California driver license.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment

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- Methods and techniques of general construction, maintenance and repair related to the area of work assigned
- Operational characteristics of mechanical equipment and tools used in the area of work assigned
- Basic electrical, plumbing, carpentry and painting
- Basic concepts of concrete and asphalt work
- Safety procedures and protocols
- Cleaning equipment and chemicals

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Learn to perform a variety of maintenance; construction and repair work in the area of work assigned
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner
- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with those contacted in the course of work

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space		X	
Vehicle			X
Warehouse environment		X	
Shop environment			X
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases			X
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

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WORKING CONDITIONS & PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *heavy physical effort*. The majority of work is performed outside or with exposure to risk. Incumbents may be required to exert up to up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____

Date:_____

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