

2910

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

05/02/05

Revised

TITLE: MAINTENANCE WORKER I

DEFINITION

Under supervision, to perform a variety of unskilled and semi-skilled construction and maintenance tasks; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the maintenance worker series. Positions in this class normally perform a variety of unskilled and semi-skilled tasks in construction and maintenance activities. Work is usually closely supervised and fits a pattern, which has been established and explained before work is started. Generally, semi-skilled or new work assignments are observed and reviewed both during its performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise. Maintenance Workers I are normally considered to be on a training status, and can be assigned to any one of a number of divisions. Under this training concept, positions assigned to an operating department, which becomes vacant, may reasonably be underfiled at the Maintenance Worker I level.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from a lead worker and/or crew supervisor.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following: (duties may vary by assignment):

- Dig ditches, trenches and post holes and load dirt and construction materials.
- Cut grass and weeds; rake and load grass and brush; mow lawns and clean grounds; plant, water and assist in the care of shrubs, flowers and lawns.
- Assist in construction and maintenance of the domestic and irrigation water systems.
- Spread asphalt in patching and repairing streets.
- Pour concrete in the repair of sidewalks and curbs and in vault construction.
- Clean and maintain basic tools used on the job.
- Perform minor building maintenance, cleaning and custodial duties in assigned areas.
- Assist in lubricating equipment and checking for malfunctions.
- Assist in performing routine gas and/or arc welding.
- Assist in the installation of pumps, variable speed drives and motors, controllers, timing devices and telemetering electrical equipment.
- Assist in performing general building maintenance and repair, including rough carpentry, pouring and finishing concrete, painting and related work.

- Assist in the operation of wastewater treatment processes in a training capacity.
- Use a variety of hand and power hand tools; and may operate a variety of mobile equipment such as forklifts, dump trucks, flat bed trucks, loaders, tractors, backhoes, water trucks, patch truck, pick up truck and boom trucks.
- Assist a skilled tradesman in preparing materials and performing limited skilled work.
- Assist in working with a sign crew; installing new signs and replace broken signs.
- Report hazardous conditions.
- Participate in special City events as required.
- Respond to public inquires.
- Respond to emergencies as directed by Public Safety.

QUALIFICATIONS

Knowledge of:

- Uses and purposes of general construction, carpentry, electrical, plumbing, and pipefitting tools and equipment.
- Basic principles, practices and methods of handling or responding to hazardous spills.
- Safe work practices.
- Safe driving principles and practices.

Ability to:

- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Use and care for hand and power hand tools, machines, and equipment.
- Perform heavy manual labor.
- Understand and carry out oral and written directions.
- Assist with traffic control.
- Work with various chemicals and/or materials.
- Work with other departments as assigned.
- Rotate within other work groups.
- Work overtime as required.

Education and Experience:

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

Education: Equivalent to the completion of the twelfth grade.

Experience: Six months of experience in heavy manual work is desired.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License. A class "B" license is highly desirable for some positions.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Maintenance Worker I

TO: Street Maintenance Worker II, Park Maintenance Worker II, (or other journey level position, depending upon assignment)