

City of Orland

815 Fourth Street
Orland, Ca 95963



Job Position Description

Class Title: Temporary - Part Time Maintenance Worker
Date: March 2019

Department: Public Works
Location: Orland, CA

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of city parks and recreation buildings, grounds, open spaces, as well as operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, streets, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the immediate supervision of the Public Works Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads. As well as inspects and /or repairs meters, streets, drainage and sewer systems at frequent intervals to ensure that all aspects of the systems are functioning properly.

Drags ball fields; lines fields for games if requested by Recreation Department.

Assists in the maintenance of the municipal swimming pool.

Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.

Sweeps, washes, paints, and repairs or replaces park tables and slabs.

Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Plants lawns, trees, shrubs, and flowers.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where service will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, sand and green waste.

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains; services water supply, sewer lift and other pumps.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street departments.

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains; mirrors; counters; walls; fixtures; light fixtures; wash windows; clean rain gutters; sweep roofs. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.

Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.

Assists in the construction of new parks facilities, including clearing, grading, drainage and foundation work.

Keeps records of work completed.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment. Performs all duties in conformance to appropriate safety and security standards.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High School Diploma or GED equivalent.

(B) Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance; Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair. Some knowledge of first aid and applicable safety precautions.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing.
- (D) Ability to use equipment and tools properly and safely.
- (E) Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Valid state driver's license Class C or Class B endorsement, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment; including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phones, ditch witch, lawn and landscaping equipment, including tractors, mowers, chainsaw, lawn edgers, weed trimmers, electric motors, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk. Use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and Background/reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.