

City of La Quinta
CLASS SPECIFICATION
Maintenance & Operations Worker

| CLASS SERIES | BAND/GRADE/SUBGRADE | FLSA STATUS |
|----------------------------|----------------------------|--------------------|
| Maintenance and Operations | A11 – A12 | Non-Exempt |

CLASS SUMMARY:

This class is the first level in a four-level Maintenance and Operations series. Incumbents perform routine and non-routine facilities, grounds, parks, maintenance and/or operational activities in an assigned area of maintenance responsibility.

DISTINGUISHING CHARACTERISTICS:

This class performs physical labor at the journey level in support of landscaping, repair, construction and maintenance of city facilities, right-of-way, property, grounds, parks and/or streets. As assigned, incumbents may serve as lead workers coordinating the work of lower level staff and troubleshooting problems.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Inspects facilities, property and equipment for needed maintenance and repairs; responds to requests/complaints from the public; provides customer service.

Maintains, repairs and operates equipment, vehicles and tools; keeps tools and equipment in clean and safe working condition.

As assigned, performs parks, street, sidewalk, curb, gutter and right-of-way maintenance: mixes, pours, lays and finishes concrete; paves and repairs potholes using hot asphalt and cold mix.

As assigned, performs a wide variety of semi-skilled general maintenance work such as carpentry, painting, tiling, masonry, plumbing, mechanical and electrical.

As assigned, performs irrigation repair and/or maintenance: waters assigned areas; schedules irrigation to avoid interfering with public use of facilities; repairs irrigation systems.

As assigned, performs general landscape care and maintenance: mows grass areas; cleans and edges sidewalks; blows and rakes leaves; removes trash; cleans and maintains parking lots and drainage systems.

As assigned, orders parts and equipment; researches vendors and prices; makes purchasing recommendations.

Inputs/scans data into computerized systems; records information on logs and records.

Reads and follows blueprints, maps, technical and operational manuals and instructions.

Maintains and places banners and traffic control barricades for road work, weather closures, special events and holidays.

Performs other duties of a similar nature and level as assigned.

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POSITION SPECIFIC RESPONSIBILITIES:

Positions assigned to **Streets Maintenance** may also be responsible for:

- Removing hazardous materials;
- Removing mud on streets from mud slides, water leaks or drainage;
- Filling and placing sandbags during heavy rains and responding to emergency ruptures in water mains;
- Operating street sweeping equipment;
- Painting street signs, buildings, walls, curbs and pavement;
- Completing tasks related to the Graffiti Abatement Program; and
- Installing, repairing, removing and replacing street signs and legends.

Positions assigned to **Grounds/Landscape Maintenance** may also be responsible for:

- Locating and repairing broken electrical lines and installing controllers for irrigation systems;
- Locating and repairing irrigation system leaks; and
- Spraying pesticides.

Positions assigned to **Facilities Maintenance** may also be responsible for:

- Performing a wide variety of semi-skilled and skilled facility maintenance work such as carpentry, painting, tiling, masonry, plumbing, mechanical and electrical;
- Assisting with facility emergency readiness;
- General maintenance of HVAC systems;
- Assisting City staff and City Council needs; and
- Maintaining facility safety and efficiency.

Positions assigned to **Parks Maintenance** may also be responsible for:

- Performing a wide variety of semi-skilled and skilled parks maintenance work associated with playground equipment and irrigation systems in the City's parks;

TRAINING AND EXPERIENCE:

High School Diploma or GED and, as assigned, up to two (2) years of related work experience. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Class C California Driver's License
- Valid Class B California Driver's License (as assigned)
- Playground Safety Certification (as assigned)

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KNOWLEDGE OF:

- Assigned maintenance equipment;
- Assigned tools;
- Standard practices, methods and materials of assigned maintenance and repair work;
- Uses and properties of a variety of maintenance and repair supplies;
- Occupational hazards and applicable safety principles and practices;
- Basic math including addition, subtraction, multiplication and division;
- Modern maintenance procedures; and
- Modern office equipment.

SKILL IN:

- Operating maintenance, power and hand tools, equipment and machinery;
- Exerting physical effort in moderate to heavy work;
- Applying common sense understanding to perform manual labor and semi-skilled tasks;
- Using independent judgment in highly routine situations;
- Comprehending and correctly using informational documents including customer complaint forms, receipts, invoices, City maps and blueprints;
- Comprehending a variety of reference books and manuals; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services (DT) (1/2014)
Revised by City of La Quinta (1/2016)