

TOWN OF FAIRFAX

MAINTENANCE WORKER I

DEFINITION

Under supervision of the Public Works Manager, performs a wide variety of unskilled or semi-skilled activities in the Street, Parks, and Building Maintenance Divisions of the Department of Public Works for the Town of Fairfax. The position receives daily direction from the Senior Maintenance Worker positions.

DISTINGUISHING CHARACTERISTICS

This is the entry-level job in the Maintenance Worker I series. It is the policy of the Town Public Works Department to cross-train all Public Works employees in building, parks and street operations/activities. Incumbents may advance to a higher level after gaining experience and demonstrating proficiency which meets qualifications for the Maintenance Worker II series. Supervision is expected to decrease as the worker develops their skills. Progression to the Maintenance Worker II will be based on skills gained as well as a demonstrated ability to accept added responsibilities.

EXAMPLE OF DUTIES

Performs a variety of basic maintenance tasks in one or more designated functional areas, for example:

Street Maintenance - Under supervision, performs a variety of street maintenance work such as AC patching and paving, pavement removal and replacement, seal coating, ditch and culvert clearing, striping and painting, concrete placement and finishing, sign installation and maintenance, truck driving, operating light equipment, using small tools and machines, lifting heavy objects, and other manual labor tasks as may be required.

Parks Maintenance - Under supervision, performs basic tasks in cleaning landscape areas, litter pickup, digging trenches, weeding, tree trimming, cleaning park facilities, shoveling and spreading mulch/compost, cultivates, plants, mows, waters and fertilizes, drives light trucks, and operates a variety of moving equipment, small tools and machines.

Building Maintenance – Under supervision, performs minor carpentry, replaces and cleans lighting fixtures, cleans and replaces building air filters and diffusers, moves and relocates office furniture and equipment, painting, minor electrical and plumbing work, and janitorial work.

EDUCATION/EXPERIENCE REQUIREMENTS

- Possession of valid California Class C driver's license with a satisfactory driving record at the time of hire. California Class B preferred. Failure to maintain license could result in disciplinary action up to and including termination.
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying, such as: experience performing the field and/or

building maintenance duties and formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

KNOWLEDGE OF:

- Common tools and materials used in construction and maintenance work
- Basic safety practices in the field of construction and building maintenance including equipment operations

ABILITY TO:

Understand oral and written direction and rough working diagrams, perform heavy manual labor, perform skilled and semi-skilled activities, maintain cooperative relationships with other crew members and Town staff, get along well with the general public, and work without continuous supervision.

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.

While performing the duties of this job, the employee is regularly required to use hand to eye coordination, handle, feel or operate objects, tools, or controls and reach with hands and arms in the performance of sustained heavy physical labor. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

WORKING CONDITIONS

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts; walks/stands for long period of time; works outdoors under adverse conditions such as in hot and/or humid or cold and/or stormy weather; works in confined spaces and with hazardous materials; nights, weekends, and holidays; works overtime and/or after hour call-backs; may periodically have to be on-call for emergencies, and may travel locally within the County.

COMPENSATION AND BENEFITS

CLASSIFICATION	Step A	Step B	Step C	Step D	Step E
Maintenance Worker I	3,418.72	3,589.66	3,769.14	3,957.60	4,155.48

Salary range is subject to change per the SEIU MOU.

Last Revised: August 2015

