

TOWN OF FAIRFAX

MAINTENANCE WORKER I

DEFINITION

Under close supervision, performs a wide variety of unskilled or semi-skilled activities in the Street Department, Parks Department, and Building Maintenance Department as part of the public works operations for the Town of Fairfax.

DISTINGUISHING CHARACTERISTICS

This is the entry-level job in the Maintenance Worker I series. 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, weeding, tree trimming, cleaning park facilities, 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, acts as a helper to assist higher level building maintenance staff.

Equipment Maintenance – Under supervision, performs vehicle and equipment inspections, makes minor repairs and field adjustments as required; keeps maintenance records on vehicles and equipment.

EMPLOYMENT STANDARDS

High school education or equivalent. Possession of valid Class “C” California Driver License, and 1 year of experience in maintenance and construction work including some semiskilled assignments.

KNOWLEDGE OF:

Common tools and materials used in construction and maintenance work.

ABILITY TO:

Understand oral and written direction and rough working diagrams, get along well with the general public and other crew members, work without continuous supervision.

Learn how to perform basic vehicle and equipment maintenance procedures, building maintenance practices, street maintenance procedures and practices, and park maintenance functions.

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.

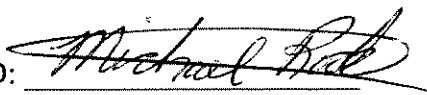
WORKING CONDITIONS

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, 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 on-call and may travel locally within the County.

MONTHLY SALARY SCHEDULE

Class Title	Step A	Step B	Step C	Step D	Step E
Maintenance Worker I	\$3193	\$3352	\$3520	\$3695	\$3880

DATE: 1-13-10

APPROVED: 
Town Manager