



City of Pacific Grove
Established Date: 12/18/2013

MAINTENANCE WORKER

SUMMARY: Under basic supervision, performs unskilled and semi-skilled work in the maintenance and repair of City streets, buildings, grounds, golf course, wastewater, and related assets and infrastructure for the Public Works Department (PWD); this is journey-level position.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs unskilled and semi-skilled operations and maintenance work; maintains and repairs streets, buildings, parks, landscape, drainage, environmental systems, cemetery, and golf course; makes appropriate decisions based on work experience; duties may vary according to job assignment, training, and individual skills.
- Operates specialized equipment, and performs standard work assignments within scope of authority, and in accordance with all safety regulations and procedures; notifies supervisors of operations and maintenance problems beyond the scope of authority.
- Repairs, replaces, and troubleshoots damaged and malfunctioning equipment and components; tests devices, replaces components, make necessary repairs, and verifies proper functioning.
- Cleans, maintains, monitors, and repairs specialized areas of assignment, including buildings, golf course, landscape, hardscape, cemetery, special events, streets and signs, and drainage and irrigation systems.
- Monitors work sites and special events to ensure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition; enforces safety rules and regulations, and ensures proper safety precautions in all work performed; reports safety hazards, equipment problems, security issues, and emergency situations.
- Cross-trains with other work crews in PWD procedures, techniques, safety standards, and the use and maintenance of equipment and tools.
- Maintains and repairs vehicles, equipment and facilities; reports and resolves problems requiring additional maintenance and repair; completes required activity logs and reports.
- Responds to questions from residents, and provides information and customer service; responds to emergencies as needed.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent, and two years operations and maintenance experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.

- Methods, procedures, materials, and equipment used for public works operations and maintenance.
- Safe work practices, occupational hazards, and safety precautions in public facilities.
- Operation, maintenance, and repair standards and procedures for specialized equipment and vehicles.
- OSHA safety rules and regulations, and safety standards in hazardous environments.
- Methods and equipment necessary for safe storage, use, and handling of hazardous materials.
- Facility, vehicle, and equipment maintenance procedures and practices.
- Environmentally responsible and resource-efficient repair and maintenance techniques.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Reading and interpreting plans, schematics, and specifications.
- Following verbal and written instructions, procedures, and safe work practices.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Identifying mechanical problems, and making basic adjustments and repairs to tools and equipment.
- Inspecting, servicing, and maintaining vehicles, tools, and specialized equipment.
- Identifying unsafe conditions and mechanical problems.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver’s License is required; Commercial Driver’s License may be required for some incumbents. Specific technical training and certifications may be required for some job assignments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors; requires moderate physical efforts in performing maintenance and repair projects; may be exposed to safety hazards and dangerous tools and equipment; may require vision capacity to perform fine calibrations and differentiate between colored wires