CITY OF LOS BANOS
Job Description

POSITION TITLE	MAINTENANCE WORKER TRAINEE MAINTENANCE WORKER I MAINTENANCE WORKER II MAINTENANCE WORKER III
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION
To perform a variety of construction, maintenance and repair duties related to City's Police buildings and facilities.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from an assigned administrator; receives technical and functional supervision from the on duty supervisor-.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker Trainee
This is the trainee level in the Police Maintenance Worker series. Positions in this class have no directly related work experience. The Maintenance Worker Trainee is distinguished from the I level by the lack of any job related knowledge or experience. Incumbents work under immediate supervision while learning the basic knowledge required of the job.

Maintenance Worker I
This is the entry level in the Police Maintenance series. Positions in this class typically have little directly related work experience. The I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker II
This is the first full working level in the Police Maintenance series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Maintenance Worker III

This is the second full working level in the Police Maintenance series and is distinguished from the II level by the responsibility for assisting the Police administrators with coordinating and assigning work and reviewing the work of crews. This class is distinguished from Foreman in that the latter is the advanced journey level with the responsibility for coordinating, assigning, and reviewing the work of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality
- Perform construction, maintenance and repair activities designed to provide quality City public facilities.
- Perform required labor involved in construction and maintenance projects.
- Remove graffiti from City buildings and infrastructure.
- Perform routine carpentry, plumbing, painting and repair of City facilities and buildings.
- Prepare and maintain ball fields; water down, drag and chalk fields.
- Clean and maintain City restrooms, picnic areas, buildings and other public facilities.
- Clean up debris from parking lots, walkways, ditches, alleys, streets and storm drains.
- Maintain records related to the inspection and repair of City facilities and infrastructure.
- Contact residents and business owners in areas where buildings and facilities will be temporarily closed for maintenance or repairs; respond to citizens questions.
- Operate and maintain City vehicles and heavy equipment, i.e. tractors, loaders, and various power tools.
- Repair signs.
- Maintain and repair public sprinkler systems; monitor and make routine corrections to irrigation systems servicing parks or other landscaped City areas.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Maintenance Worker Trainee

Knowledge of:

- Basic uses and purposes of general construction tools and equipment.
- Safe work practices.
- The operation of heavy equipment.

Ability to:

- Learn to perform routine maintenance of City buildings and related facilities and infrastructure.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; and remember equipment location.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing construction and maintenance duties; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Keep clear, concise, accurate and legible written reports and records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

Maintenance Worker I

In addition to the qualifications for the Police Maintenance Worker Trainee:

Knowledge of:

- Methods, techniques and tools and the operational characteristics of mechanical equipment used in maintenance of buildings, park areas, trees and removal of graffiti, depending on assignment.

Ability to:

- Perform skilled maintenance, construction and repair work in the area of work assigned.
- Identify safety hazards.
- Safely operate a variety of hand and power tools and equipment.

MINIMUM QUALIFICATIONS

- Possession of, or ability to obtain a valid California Class B driver license within six (6) months of hire date.

Maintenance Worker II

In addition to the qualifications for the Police Maintenance Worker I:

Knowledge of:

- Irrigation system repair methods.

- Practices of pruning and maintaining trees, depending on assignment.
- Safe application of pesticides and herbicides, depending on assignment.

Ability to:
- Independently perform a variety of repair and maintenance activities involving City parks, buildings and related infrastructure.
- Interpret work orders and prioritize work.

MINIMUM QUALIFICATIONS
- Possession of a valid California Class B driver license.

Maintenance Worker III

In addition to the qualifications for the Police Maintenance Worker II:

Knowledge of:
- Principles and practices of prioritizing, coordinating and assigning work.

Ability to:
- Effectively coordinate and distribute work assignments.
- Provide training to staff and assist with the identification and correction of employee deficiencies.

MINIMUM QUALIFICATIONS
- Possession of a valid California Class B driver license.

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