



MAINTENANCE WORKER

DEFINITION

Under general supervision, performs and assists with both routine and semi-skilled, physical work related to maintenance and repair of City streets, open spaces, right-of-way, creeks, vegetation, landscapes, or recreational facilities; operates a variety of vehicles, hand tools, and power tools; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a temporary, seasonal part-time classification responsible for performing and assisting with a variety of maintenance and repair duties either in the Public Services Department or the Parks and Recreation Department.

Temporary employees typically work less than twenty-eight (28) hours per week, not to exceed 990 hours in a fiscal year (July 1st through June 30th). The expected duration of the employment is six (6) months or fewer, dependent on the needs of the City. Temporary employees are not eligible for benefits, excluding those benefits prescribed by law.

ESSENTIAL DUTIES

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

- Performs flood control measures by clearing creeks of obstructions, keeping drains clean and clear, and preparing sandbags in case of emergency.
- Performs crack sealing of asphalt, and backfilling trenches and excavations on City streets; performs repair, maintenance, and construction of sidewalks, curbs, and gutters.
- Removes concrete, builds forms, pours concrete, and performs other concrete work around City buildings as required.
- Empties trash cans, picks up and removes debris, litter, and trash from parks, athletic fields, trails, and landscaped areas throughout the City; removes graffiti and other unwanted markings from City-owned property.
- Plants, mows, prunes, and maintains turf, trees, shrubs, and plants; clears sites of weeds.
- Performs construction and repair of landscapes and other park facilities such as installing and maintaining signs, installing park structures, and installing and maintaining fences.
- Paints or stains and pressure washes and cleans park amenities and fencing.
- May apply pesticide, herbicide and other pest management treatments to vegetation and landscaped areas.

- Makes minor adjustments on service equipment; maintains tools and equipment in working order.
- Operates trucks, trailers, and other automotive equipment as required.
- Maintains logs of daily activities.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, equipment, tools, and materials used in basic landscape maintenance and repair work.
- Methods, equipment, tools, and materials used in basic maintenance and repair work related to streets, open spaces, right-of-way, creeks, and vegetation.
- Methods, equipment, tools, and materials used in basic construction.
- Proper traffic control (including warning signs and cones) to provide safe passage for the traveling public through the work area as well as for the safeguard of workers.
- Safe driving rules and practices.
- Basic arithmetic.
- Basic record keeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Understand and carry out oral and written instructions.
- Identify potential safety hazards in assigned work areas.
- Safely operate various maintenance vehicles and equipment.
- Safely and effectively use and operate hand tools, power tools, and equipment required for the work.
- Work cooperatively and courteously around the public.
- Work independently in the absence of supervision.
- Perform routine equipment maintenance.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Equivalent to graduation from high school; and three (3) months of experience as a laborer in construction, maintenance, or landscaping work.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and construction equipment; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity to operate standard office equipment, operate above-mentioned tools and equipment, and access, enter, and retrieve data using a computer keyboard and calculator; possess the ability to bend, stoop, kneel, reach, and climb to perform work and inspect work sites; and possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds (anything in excess would require the use of proper equipment and assistance from other staff). Reasonable accommodations will be made for individuals on a case by case basis.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	April 2023
Revised	December 2023
FLSA	Non-Exempt
Salary Schedule	Temporary

