



City of Laguna Niguel Job Description

MAINTENANCE WORKER FT/PT

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a wide variety of skilled and semi-skilled duties in the construction, maintenance, and repair of City parks, recreational facilities, buildings, and landscaped areas.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Management staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assemble and install athletic, playground, and swimming pool equipment; install and repair fencing, signs, bleachers and picnic tables.
- ◆ Clean, vacuum, and maintain City swimming pools; add and balance chemicals; flush and replace filtration systems.
- ◆ Inspect building facilities to identify building maintenance needs.
- ◆ Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from plumbing lines; replenish bathroom supplies.
- ◆ Repair and replace walls, partitions, doorways, and windows; patch and repair roofs as necessary.
- ◆ Troubleshoot and make minor repairs to the City's lock system.
- ◆ Make routine and emergency purchases as authorized and required.
- ◆ Monitor janitorial contact; inspect facilities for cleanliness.
- ◆ Assist in preparing budget recommendations for maintenance contacts and supplies.
- ◆ Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust heads; maintain controllers.
- ◆ Rake leaves and clear debris from walks, fields, courts, and other facilities.
- ◆ Operate and perform routine maintenance on building and landscape maintenance tools and equipment.
- ◆ Request repair and construction estimates from outside contractors; coordinate, inspect, and recommend approval of completed work and projects.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Methods, practices, and equipment used in building maintenance services and activities.

- ◆ Methods and techniques used in estimating time and materials for assigned projects.
- ◆ Tools and equipment used in building maintenance trades.
- ◆ Safe work practices.

Ability to:

- ◆ Perform a full range of building and landscape maintenance work.
- ◆ Work independently in the absence of supervision.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Estimate necessary materials and supplies with a reasonable degree of accuracy.
- ◆ Understand and follow oral and written instructions.
- ◆ Perform heavy manual labor.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year of increasingly responsible general building and landscape maintenance experience.

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, preferably supplemented by specialized training in horticulture and the general construction trades.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, or hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 50 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.