



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
MAINTENANCE WORKER I
Classification Specification

DEFINITION

Under supervision, the Maintenance Worker I is an entry level part-time position performing unskilled, semiskilled and some skilled duties related to the repair and maintenance of open spaces, facilities and private homes; and related work as required.

SUPERVISION RECEIVED

The Maintenance Worker I, depending on assignment, works under the supervision of a lead worker, crew leader, supervisor or superintendent.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Maintenance Worker I. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. Prepare surfaces for painting and apply finish or coverings using brushes, rollers, spray equipment and cutters as necessary;
2. Repair or replace broken pipe, cut and thread pipe, clean clogged drains and sewer lines;
3. Dig ditches and install drainage pipes;
4. Repair springs, handles and other hardware on kitchen and other equipment;
5. Repair, replace or perform maintenance on washers, diaphragms, valves, fittings, ballcocks, drinking fountain bubblers, and shut-off valves;
6. Repair or replace toilets, urinals, dispensers, partitions, sinks and other fixtures;
7. Repair, replace or perform routine maintenance on door knobs, hinges, closures, strike plate, and panic bars;
8. Replace ceramic, ceiling, and floor tile;
9. Remove, replace or repair carpeting, drapes, plaster and dry wall;
10. Repair, install, assemble and assist in construction of doors, partitions, furniture, counters, bulletin boards, chalk boards, shelving, pictures and other items;
11. Remove and replace broken glass and/or board up windows;
12. Maintain public grounds by mowing lawns and collecting trash;
13. Replace and maintain flowers and shrubs, etc.;
14. Mix, pour and do rough cement finishing;
15. Repair, replace, service and maintain electrical systems, including conduit and duct systems, light and power circuits, motor appliances, plugs, ballasts, fans, switches, bells, intercom and

- buzzer systems, clocks, and fire alarm systems;
16. Install interior and exterior wiring for equipment and appliances;
 17. Replace fuses;
 18. Assemble lighting fixtures and field lighting systems;
 19. Requisition supplies, parts, and labor needs;
 20. Load and unload equipment, tools, and other products related to light and heavy duty maintenance and repair activities;
 21. Perform routine preventative maintenance on buildings, grounds and equipment;
 22. Operates machinery such as sanders, planers, joiners, power saws; power drills, routers, pneumatic power tools, paint sprayer, power grinder and related equipment;
 23. Maintain inventory;
 24. Troubleshoot breakdowns or problems with site maintenance;
 25. Keep required records on work performed and plan and lay out assigned tasks;
 26. May be required to work shifts, weekends and/or holidays.

QUALIFICATIONS

Knowledge of:

1. Proper methods, common materials, tools and equipment used in a cross section of building and grounds maintenance trades.
2. Basic shop math.
3. Appropriate safety precautions and procedures.

Ability to:

4. Perform heavy manual labor work assignments.
5. Perform building maintenance and repair work.
6. Identify and use proper hand tools, machinery used in various trades and building and grounds maintenance.
7. Work in close proximity to and learn to operate heavy motorized equipment.
8. Maintain effective working relationship with fellow employees and the general public.
9. Ability to drive a pick up truck and observe legal and defensive driving practices.
10. Maintain routine records.
11. Observe safety rules and regulations.
12. Understand and carry out oral and written instructions.
13. Erect and work from rigging and scaffolding.
14. Perform, or learn to perform a wide range of general grounds and building maintenance and repair work not requiring the full spectrum of all journey-level skills.
15. Works alone or as a member of a crew.

Physical Demands and Working Conditions:

1. Sit, stand, stoop or bend for up to two hours.
2. Lift up to 85 pounds or push up to 100 pounds.

3. Strength, heavy work, frequent lifting, carrying and or pushing heavy items.
4. Work in inclement weather or under adverse conditions (tight spaces, ducts, etc).
5. Get from one location to another in the course of doing business.

EDUCATION

Graduation from high school (or substitution of G.E.D. or California Proficiency Certification).

REQUIRED LICENSE

Possession of a valid California class "C" operator's license, safe driving record, and proof of insurance.

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 required duties of this job, the employee is required to sit, stand, stoop or bend for up to two hours, talk, hear, walk; reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls. The employee may lift objects up to 85 pounds or push objects up to 100 pounds. At times the employee may work in inclement weather or under adverse conditions (tight spaces, ducts, etc). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

WORKING CONDITIONS

Depending on the assignment, work may be regularly performed indoor or outdoor and seasons, climate and weather conditions will vary. On a regular basis the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are frequent factors. Meeting deadlines is frequently encountered. Physical demands include continuous arm movements, standing, bending, pushing, and reaching.