

MAINTENANCE AND SERVICE WORKER

Class Definition

Under supervision, performs a variety of unskilled maintenance, operation, custodial, or courier work.

Distinguishing Characteristics

Incumbents perform routine courier duties or a variety of unskilled duties involving routine or repetitive cleaning, sweeping, digging, grounds and building maintenance, or automotive equipment maintenance and repair. Incumbents may be required to work any shift, weekends, and holidays and may work independently or as a member of a work crew.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Performs a variety of unskilled duties, involving light to heavy manual labor, in the operation, maintenance, and cleaning of City buildings, equipment, facilities and property.

Picks up, sorts, and delivers interdepartmental mail, documents and supplies throughout the City.

Drives a passenger vehicle, or light truck, to pick up, transport and delivers interdepartmental mail, documents and supplies.

Transports city vehicles for servicing as designated; assists in minor repairs and maintenance of vehicles; assists in washing, loading, and unloading vehicles.

Assists other maintenance personnel performing skilled operation, maintenance and/or construction of City equipment and facilities.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of basic maintenance of vehicles, buildings, and municipal facilities.

Knowledge of the use and care of the tools and equipment used in the maintenance of vehicles, buildings and municipal facilities.

Knowledge of the geographical location of all City facilities.

Knowledge of the occupational hazards and safety precautions used in the area assigned.

Ability to perform heavy manual labor for extended periods and under unfavorable weather conditions.

Ability to understand and follow oral and written instructions.

Ability to read and write English at the level necessary to perform the job.

Ability to safely operate light automotive equipment.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

One year of continuous, full-time paid general labor or comparable experience.

Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____