

CITY OF BIG BEAR LAKE

FACILITIES/PARKS MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a variety of semi-skilled and skilled tasks involved in the cleaning, maintenance, limited construction, or repair of City buildings, facilities, landscapes and parks; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Facilities/Parks Maintenance Worker** is the journey level class responsible for the Civic Center, parks, Village landscapes, facility, and grounds cleaning, repair, construction, maintenance, and upkeep. This classification is distinguished from the next higher classification of Maintenance Crew Leader in that the latter has lead supervisory responsibility over an assigned Public Works maintenance crew.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Public Works Supervisor and lead direction from the Facilities/Parks Maintenance Crew Leader. Incumbents in this class may be assigned to provide functional supervision over assigned staff on a project basis.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Learns to perform and performs a variety of semi-skilled skilled tasks involved in the maintenance, limited construction, or repair of City buildings, facilities, landscapes and parks; replaces ballasts, fluorescent tubes, and bulbs.
- Cleans and maintains restrooms; vacuums and mops floors; clean carpets; replaces supplies; reports major plumbing, electrical, and structural problems; empties sidewalk trash bins in the Village; sweeps and blows sidewalks to clean; cleans drains.
- May build or assist in building cabinets and shelves and other structural and finish carpentry; repairs concrete and tile; does minor repair on plumbing fixtures; does minor dry wall repair; cleans rain gutters; repairs doors; changes HVAC filters; repairs surfaces for painting; applies paint, protective finishes to various surfaces; removes graffiti.
- Plants flowers, shrubs, and trees; fertilizes plants and lawns; edges and operates weed eater; performs weeding; trims trees and shrubs; sprays herbicides; assembles, installs, and repairs irrigation systems and related timers and equipment.

FACILITIES/PARKS MAINTENANCE WORKER

Page 2

- Removes snow from walkways, parking areas, and restroom entrances using snow blower, snow tractor and shovel; applies sand or ice melting materials; cleans snow from roofs; performs traffic control during snow removal activities in the Village and Civic Center area.
- Moves office furniture and computer equipment; assembles and repairs office furniture; hangs pictures; sets up tables and chairs for meetings and events; hangs banners and decorations.
- Prepares or maintains related records.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents perform manual labor at high altitude. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot, and cold exposure. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbent may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to work in confined spaces, climb ladders, work at heights above 20 feet; use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to work nights and weekends, respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Facilities/Parks Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of two years experience in custodial, facilities, and grounds maintenance, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. A valid Class B California driver's license may be required for some assignments.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Materials, tools, and methods used in general building construction, repair, maintenance, and upkeep; electrical maintenance; grounds maintenance; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; basic office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

General facilities and parks maintenance, cleaning and repairs; properly plant and maintain flowers, shrubs and trees; perform light and finish carpentry, plumbing, electrical, painting, and mechanical repair work; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of equipment, including power and hand tools in the cleaning, maintenance and repair of facilities and landscapes.