

CITY OF WILLOWS

PARKS AND PUBLIC WORKS MAINTENANCE WORKER I

*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 supervision, to perform a variety of semi-skilled tasks in the construction, maintenance and repair of city parks, streets, storm water drainage, sanitary sewer, municipal buildings and public grounds.

DISTINGUISHING CHARACTERISTICS:

This is the journey level in the maintenance series. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker class, or when filled from the outside, require prior experience in the construction and maintenance of streets, grounds, buildings, or related facilities. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class required the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate mechanical equipment related to a specific assignment.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Community Development Services Director or Designee.

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

- Construction, repair, and maintenance of the City's storm drainage and sanitary sewer collection systems. Clean and repair lines, drains, pumps and controls.
- Prepare roadways for paving, slurry, and/or sealing, remove old surfaces and debris, and assist with resurfacing activities. Assist with the construction of concrete curbs, gutters, and sidewalks.
- Paint roadway striping, parking stalls and crosswalks. Install, repair, and remove street signs.
- Maintain clean streets and gutters.
- Perform all duties related to proper maintenance of turf and landscaped areas including mowing, weeding, pruning, fertilizing, seeding, watering, and cultivating. Installation, maintenance, and repair of irrigation systems. Maintenance and repair of sport facilities, restroom, and associated buildings. Leaf and litter removal from parks, streets, and public facilities.
- Operate trucks, loaders, backhoes, rollers, pavers, sprayers, sweepers, vacuum trucks, rodders, trenchers, generators, pumps, jackhammers, chain saws, mowers, blowers, line trimmers, pruners, and other assorted power equipment and hand tools. Clean and care for tools and equipment. Load and unload trucks. Excavate and fill trenches and ditches.
- Weekend and on call duties will be required on a rotating schedule. Weekend duties include monitoring the sewage lift stations, parks and public works facilities, responding to emergency calls, and performance of duties assigned by the Parks and Public Works Supervisor.

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PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein 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 job functions.

Environment: Position requires working in adverse weather conditions and unpleasant or confined spaces.

Physical: Position requires performance of heavy manual labor, and may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping for extended periods in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag, push, carry or manipulate objects weighing up to 80 pounds is required.

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:

High school diploma or equivalent. Six months experience in general grounds, utilities, and roadways, parks, or facilities maintenance.

License/Certificate:

Possession of a valid Class B California operator's license issued by the State Department of Motor Vehicles, or the ability to obtain one within three months of the date of hire. Must complete Federal Highway Administration drug and alcohol testing requirements for having commercial drivers' license. Must be able to pass a pre-employment physical examination.

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

Knowledge of:

Knowledge of general construction, utility maintenance, and horticultural practices. Proper use, maintenance, and safe operation of motorized equipment, power tools and hand tools. Methods and materials used in street, sewer and grounds construction, maintenance, and repair.

Ability to:

Maintain, repair, and construct public utilities, facilities, and parks in accordance with City of Willows' requirements. Work in adverse weather conditions and unpleasant or confined environments. Understand verbal and written instructions. Correctly complete daily reports and forms. Maintain positive relations with coworkers and the public. Lift eighty pounds, perform strenuous activities, stand, walk, stoop or sit for extended periods.

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Skills to: Use initiative and exercise sound independent judgment. Promote a customer service focus and lead by example. Maintain regular and predictable attendance.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Parks & Public Works Maintenance Worker I position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date