

JENNY LIND VETERANS MEMORIAL DISTRICT POLICY HANDBOOK

POLICY TITLE: Job Description – Maintenance Worker I
POLICY NUMBER: 2340

2340.10 **General Job Description**

Under the direction of the General Manager:

Works independently or as a member of a crew to efficiently and productively provide the repair, replacement, operations and maintenance of District facilities; performs a wide variety of unskilled and semi-skilled manual and automated tasks.

2340.20 **Prerequisite Qualifications**

Must have a High school diploma or the equivalency thereof.

Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in automatic sprinkler systems, water wells, pressure booster pumps, circuit breakers and wiring up to 240 volts. Basic electrical knowledge in automotive and fixed facilities lighting and electrical repair. Knowledge in the care and development lawn and shrubbery landscaping. Experience in the safe operation of large mowing equipment and tractors and related attachments. Ability to operate a man-lift and work at heights up to 70 feet. A basic understanding of the maintenance and operation of Heating and Air conditioning equipment.

Valid Class C California driver license and satisfactory driving record with proof of insurance.

2340.30 **Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

2340.40 **Hourly Compensation:** As approved by Board of Directors

2340.50 **Essential Job Duties:**

1. Task: Repair of pipe leaks on District's irrigation system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicles and equipment.

2. Task: Installs water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Installs asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Cleans and maintains District rain runoff ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Applies weed control chemicals to the grounds of District facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

6. Task: Maintains, repairs and/or replacement of pumps, motors, valves and various other water irrigation equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Janitorial Services of District facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

8. Task: Controls traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

9. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

10. Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

11. Task: Mows Turf on baseball fields.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2340.70 Environmental Demands:

Outside: Always works outside in a variety of weather conditions ranging from rain to +100°F.

Inside: Seldom works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

2340.80 Mental Requirements:

Reading: Reads maps, operating manuals, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work performed.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Works mostly without direct supervision, requires good judgment.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.