

## Maintenance Worker

FLSA Status:  
Bargaining Unit:

Covered  
District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class perform a variety of manual labor and unskilled tasks in support of construction, maintenance, and operational functions.

### Maintenance Worker - 30000073

#### Distinguishing Characteristics

The Maintenance Worker is distinguished from the Utility Worker by its responsibility for performing primarily unskilled work and power tools are used only for purposes of training with a higher level employee present. Work is performed independently or as part of a crew and is usually closely supervised.

#### Typical Duties/Examples of Work

1. Performs various types of manual labor and unskilled tasks; loads and unloads equipment, materials and supplies.
2. Performs a variety of routine cleaning, landscape maintenance, planting, clearing, watering, and other grounds-keeping tasks.
3. Performs a variety of manual labor task including; spreads sand on streets; removes slides and snow; cleans, picks up or shovels debris; digs and fills areas.
4. Posts notices to houses and businesses, responds to routine inquire with standard, established responses.
5. Moves office equipment, furniture and machinery; picks up and delivers various types of equipment, materials, mail, parts and supplies; stocks, sorts, inventories and stores parts and supplies.
6. Assists journey level employees
7. Operates sedans and pick ups to transport employees, materials and equipment to work sites and to perform tasks such as delivering materials, and placing barricades; performs pre- and post-trip safety inspection of vehicle; performs minor servicing, adjustments and repairs on equipment used.

- 8. Maintains routine files and records.
- 9. Assists with traffic safety controls at sites; places traffic control barricades; flags traffic in routine situations.
- 10. Responds to calls to work during emergencies
- 11. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Ability to: learn and use safe working practices; learn and follow instructions; learn and apply safe and effective use of tools and equipment; work effectively as a team or independently; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public

Skill in: applying learned techniques, processes and procedures; completing simple routine reports; performing measurements and arithmetic computations including multiplication, division, fractions, decimals and conversions

**Special Requirements**

Some positions may require a valid state Driver’s license.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1208 Maintenance Worker Adopted: 11-01-92

June 2009 - Change Job Class number from 1200 to 30000073, due to system change.

**Working Conditions**

Work in this class is typically performed in a field environment. Incumbent is typically required to negotiate rough terrain; to lift up to 100 pounds; to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic, work site equipment or machinery; to work at heights or in confined spaces; to be exposed to hazardous materials; to wear protective gear.