

## Seasonal Maintenance Worker

FLSA Status: Covered  
Bargaining Unit: Municipal Employees, Local 483/Seasonal Maintenance Worker

### General Summary

Employees in this broad entry class learn to perform and then perform a variety of unskilled manual labor and limited semi-skilled tasks in support of maintenance, and operational functions. Employees learn to perform and then perform the more routine and less complex duties assigned to more skilled classifications and frequently assist more skilled employees. Employees do not accrue seniority or obtain status in this class.

This is a seasonal/casual classification. Seasonal appointments are limited to 1200 hours per year. (Reference HR Administrative Rule [3.03 Seasonal Appointments](#))

### Distinguishing Characteristics

The Seasonal Maintenance Worker is responsible for learning to perform and then performing primarily unskilled or limited semi-skilled work, either manually or with the use of small power tools. Work is performed independently or as part of a crew. Work is performed under direct supervision, however when routines are established supervision may be by review rather than on site.

### Typical Duties/Examples of Work

1. Learns to perform and then performs a variety of unskilled manual labor and limited semi-skilled tasks; loads and unloads equipment, materials and supplies.
2. Learns to perform and then performs a variety of routine cleaning and maintenance tasks; cleans, paints and performs minor repairs on facilities and equipment; removes and/or paints over graffiti; sweeps, picks up litter, empties garbage cans, loads refuse into a truck, cleans debris from paved surfaces, walks, paths, curbs, manholes and catch-basins; cleans sewer weirs; operates a variety of hand-held power tools, including drills, saws, grinders, sanders and other similar power tools after appropriate training.
3. Learns to perform and then performs a variety of routine grounds maintenance tasks; waters, mows, rakes, edges, and trims lawns; hauls and spreads gravel, sand, soil, mulches and amendments; low limbs trees, plants and grooms, shrubs and flower beds; performs other grounds-keeping tasks; assists in application of pesticides; operates walk behind, push and self-propelled power mowers, edgers, string trimmers, back pack blowers, walk behind blowers and other small grounds maintenance equipment after appropriate training.

4. Learns to perform and then performs minor servicing, adjustments and repairs on equipment used.
5. Learns to perform and then performs minor servicing of irrigation systems with guidance; assists in installation of irrigation systems.
6. Learns to perform and then performs a variety of natural area and trails maintenance tasks; trail maintenance and repair, litter and trash removal, removal of illegal camp sites, removal of brush, non-native invasive plants, planting, mulching and watering; operates hand and power tools, including, brush cutters and similar power tools after appropriate training.
7. Learns to perform and then performs a variety of manual labor tasks including: removing slides and snow; cleaning, raking, picking up or shoveling debris; digging and filling areas.
8. Learns to assist and then assists with work zone traffic control; places barricades; flags traffic.
9. Learns to prepare and then prepares surfaces for placement of asphalt; shovels asphalt paving mix; seals pavement cracks with asphalt; spreads sand on streets; operates air wand after appropriate training. Employees may receive training in the use of the asphalt compactor.
10. Learns to perform and then performs a variety of golf course maintenance and care tasks: mows fairways, approaches, tees, greens and rough areas; rakes sand traps and bunkers; assists in setting up golf courses, rakes leaves and other debris from golf courses and adjacent areas; operates a variety of mowers, related turf equipment and motorized vehicles not requiring a Commercial Driver's License.
11. 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.
12. Posts notices to houses and businesses, responds to routine inquiries with standard, established responses.
13. Learns to assist and then assists journey level employees in performing the manual and semi-skilled tasks related to their work.
14. Operates sedans, pick ups, smaller flat beds and dump trucks and other automotive equipment not requiring a Commercial Driver's License to transport employees, materials and equipment to work sites; learns to perform and then performs pre- and post-trip safety inspection of vehicle.
15. Completes forms and writes basic reports on work, time and materials used.

16. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Ability to: learn and perform routine building and grounds maintenance methods and practices; learn and use safe working practices; operate vehicles safely; understand and follow oral and simple written instructions; learn and apply safe and effective use of hand and power tools and equipment; work effectively as a team or independently; and to perform simple tasks without supervision; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; do medium to heavy manual labor for extended periods, to stand for long periods of time and to squat or kneel during the performance of job tasks often under adverse weather conditions; notice and report safety problems and simple maintenance needs; write legibly, fill out simple forms, and complete simple routine reports.

Some skill in: using common hand tools and simpler power tools applicable to work.

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

**Special Requirements**

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

**Classification History:**

Adopted: 11/06//02

Revised: 04/14/06 Added language regarding seasonal/casual status.

Revised: 04/21/06 Added language regarding work assigned to golf courses.

June 2009 - Change Job Class number from 1205 to 30000074, 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. Employees are often required to work under adverse weather conditions and may work in hazardous locations.