



## **MAINTENANCE WORKER I**

Effective: 1/1/03

### **DEFINITION/PURPOSE:**

Perform heavy physical labor in the performance of routine unskilled and limited semi-skilled general maintenance and grounds keeping tasks involving the installation and/or repair at assigned Authority public housing facilities, buildings, and adjacent grounds. Perform custodial work and routine maintenance at Authority buildings and adjacent. Ensure a high level of cleanliness of assigned areas and associated buildings/facilities, parking areas and grounds. Assure that the areas are uncluttered, accessible, and safe for the staff and public. Operate a variety of automotive equipment in the accomplishment of daily activities.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is the entry level of the Maintenance Worker series. It has the responsibility for the upkeep and cleanliness of assigned Authority-responsibility areas and their adjacent grounds, and the labor activities involved in assisting in maintenance, installation, and repair of assigned areas. It is distinguished from Maintenance Worker II by the later classifications requirement to perform semi-skilled tasks, have more knowledge installation and repair work, and use skill sets relating to the various building trades.

### **SUPERVISION RECEIVED AND EXERCISED:**

This classification receives direct and general supervision from the Regional Maintenance Managers and may receive lead and technical direction from Maintenance Worker III personnel or others, as assigned.

The classification is not responsible for the supervision of any Authority classifications.

### **ESSENTIAL JOB FUNCTIONS:** Duties may include, but are not limited to, the following:

- Clean and maintain public housing units and related facilities; also, offices, conference rooms, break rooms, and workspaces, as assigned.
- Sweep, vacuum, strip, mop, wax, buff, and refinish floors. Vacuum, scrub, and use cleaning agents on carpets. Use necessary hand tools, buffers, scrubbers, and related power equipment in the accomplishment of floor and carpet maintenance.

- Wash walls, doors, windows, and window tracks.
- Arrange household furniture according to floor plan. Arrange and rearrange office furniture, conference room, and break room furniture as requested or required for special events.
- Collect and empty trashcans and wastebaskets. Remove all trash from buildings and surrounding areas.
- Perform routine groundskeeping functions. Mow, edge, water and trim grass areas, trim hedges, trees, and shrubs. Pull weeds and maintain flower beds. Prepare grounds and install sod. Apply fertilizers.
- Store, mix, and spray herbicides, fungicides, and pesticides. Follow label instructions to mix and dilute these agents to ensure proper strength for use.
- Replace sprinkler heads, broken sprinkler pipes, clear clogged sprinkler heads, reposition heads to water appropriate areas, and set sprinkler timers.
- Replace burned out light bulbs, light fixtures, receptacle and switch plates, shower heads, escutcheons, faucets, toilet seats, doorknobs, latches, and similar items.
- Clean restrooms, scour and clean sinks and tubs, remove and replace bathroom tile, check, and replenish tissue, towels, and soap.
- Under immediate lead or technical direction assist in the installation of a variety of equipment in housing facilities, including, but not limited to waster heaters, toilets, thermostats, sinks, garbage disposals, interior and exterior light fixtures, wall receptacles, and light switches.
- Under immediate lead or technical direction assist in painting activities. Prepare and mask area to be painted, replace glass panes, perform minor carpentry assignments, install doors, install sheetrock, and make roof repairs.
- Utilize, operate, and maintain a variety of hand tools and equipment used in the performance of assigned duties. Utilize necessary power tools and equipment only after instruction in safe handling practices by supervisory or assigned lead personnel.
- Seek repair of damaged/inoperative equipment.
- Adhere to safe work practices and procedures and use safety equipment.
- Maintain time logs for all assignments and prepare personal time sheets.
- Operate various motor vehicles used in the course of daily duties and other assigned duties. Perform routine vehicle and equipment maintenance and make vehicle and equipment maintenance and equipment safety checks.
- Respond to emergency situations, as called.
- Maintain a professional and cordial attitude towards co-workers and clients.
- Maintain consistent and regular attendance.

**OTHER JOB FUNCTIONS:**

- Work in relief of the Maintenance Coordinator.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Basic principles and practices of routine custodial practices and maintenance. Basic equipment, tools and materials used in the custodial and maintenance.

function. The operation of automotive equipment. Basic job safe practices used in the maintenance and custodial function. Use of maintenance hand and power tools and equipment. Basic shop math. Correct use of oral and written English.

Ability to – Perform basic maintenance, repair, and janitorial work, and heavy labor assistance. Read maps, basic mechanical diagrams, and schematics. Establish and maintain effective working relationships with those contacted in the course of work. Communicate tactfully and effectively with the public, residents, and employees. Responding effectively to oral as well as written instructions. Communicate clearly and concisely in oral English. Follow oral and written instructions. Use a variety of hand operated and powered maintenance tools. Operate automotive equipment and hand-held radio. Use initiative in work situations. Maintain the mental capacity to make sound decisions, and the physical condition to perform the assigned duties and responsibilities. Operation of a personal computer and Windows-based applications programs is desirable.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the Authority.

Physical Abilities and Work Environment – The employee must be able to stand and work for lengthy periods of time in both indoor and a variety of outdoor physical and weather environments. Possess the stamina to perform heavy labor. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places. Drive automotive vehicles. Exposure to hazardous gases and chemical compounds that may be used in the course of cleaning work. Must possess the manual dexterity to use small hand tools. Be able to lift up to 50 lbs.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Immigration and Naturalization Service.

- Must be able to respond to emergency situations during off-hours, as required.
- Bilingual fluency in English and Spanish is desirable.
- Be insurable by the Housing Authority's insurance carriers.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge, skills, and abilities is:

Experience – No experience is required; however, some experience in general maintenance, custodial, or groundskeeping work is desirable.

Education – Graduation from an accredited high school or possess an equivalent certificate or diploma recognized by the State of California.