



# Job Description

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<b>Position:</b>	<b>Maintenance Worker I – II</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Landfill Operations Department</b>	<b>FTE:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Landfill Operations Supervisor</b>	<b>Revised:</b>	<b>June 2024</b>

**DEFINITION:**

Under direct supervision performs a variety of unskilled, semi-skilled and skilled tasks in the maintenance, repair, and construction work around Landfill grounds. Incumbents operate motorized and power-driven equipment and perform other job-related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level position in the Maintenance Worker series. The duties performed by the Maintenance Worker I and II are the same, except for the operation of vehicles requiring a commercial drivers’ license. The MWII must possess a Class B Commercial Drivers’ License, with appropriate endorsements, and be able to operate commercial vehicles required for the job.

**ESSENTIAL FUNCTIONS:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Perform a variety of heavy physical labor and semi-skilled tasks in grounds maintenance, repair and construction, including cleaning and clearing around Landfill and District grounds.
- Operate a variety of motorized District heavy equipment including trucks, loaders, roller compactor, water truck, roll-off trucks, backhoes, forklifts, and other specialized equipment.
- Perform plumbing, rough concrete/asphalt and carpentry work.
- Loads, unloads, hauls materials throughout District site.
- Controls traffic during maintenance, repair, and construction assignments.
- Uses a variety of hand tools and power-driven equipment such as weed eaters, chain saws, steam cleaners, augers and others as needed to complete assigned work.
- Responds to emergency repair calls during on and off hours as needed.
- Provides lead direction to assigned work group, while assuming responsibility for timely completion of assigned work.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Must show cooperation and respect to fellow employees and supervisors at all times.
- Other duties as assigned.



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## **MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:**

While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public. While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

### **Knowledge of:**

- Methods, procedures, and standard practices related to site and grounds maintenance, construction, carpentry, plumbing functions.
- Principles, methods, tools, equipment, and materials used in maintenance, repair, and construction.
- Proper care and maintenance of motorized tools and heavy equipment.
- Characteristics, operation, and routine maintenance of motorized equipment and vehicles including loaders, water truck, roll-off trucks, backhoes, forklifts, and other specialized equipment.
- Safe work methods and programs.
- Proper methods of grounds keeping including planting, cultivating, watering, and fertilizing turf, trees, and plants used on the landfill site, sprinkler system maintenance and repair.

### **Ability to:**

- Operate commercial vehicles.
- Perform semi-skilled, technical functions required for position, including operation of heavy equipment and use of motorized tools.
- Perform daily record keeping and reporting.
- Work in collaborative manner and demonstrate teamwork within multiple departments.
- Provide lead direction to assigned work group, while assuming responsibility for completion of assigned work.
- Perform all of the essential functions of the job assignment, including unskilled, heavy labor tasks requiring strength, dexterity and agility.
- Perform semi-skilled work in maintenance, repair and construction of solid waste landfill facilities.
- Read and write at the level required to understand and follow written instructions.
- Communicate clearly and effectively both orally and in writing.
- Perform routine safety checks and minor servicing of vehicles and equipment.
- Perform basic mathematical calculations.
- Apply sound judgment in a variety of circumstances with or without specific instructions.

## **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of training, education and experience which would likely provide the required knowledge and abilities to perform the essential functions of the position. Possession of High School diploma or GED is desired.

## **SPECIAL REQUIREMENTS:**

Must acquire and maintain current a California Class B Driver's License within six months of employment, as a condition of employment and remain eligible for insurability to drive District vehicles at all times.



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## **REQUIRED CONDITIONS OF EMPLOYMENT**

- Pass a pre-employment physical examination including drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position including the requirements to wear respiratory protection and other safety equipment when necessary.
- Work overtime, weekends and holidays, as assigned.
- Work under such adverse conditions as inclement weather, heat, dust, noise and potential exposure to hazardous materials and chemicals.
- Work in confined spaces.

## **PHYSICAL AND SENSORY REQUIREMENTS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Intermittently, sit while driving, operating equipment, walk, stand for extended periods of time, bend, stoop, reach, carry, crawl, climb, twist and reach while inspecting or repairing, digging or clearing, use various tools and equipment and lift as necessary to perform assigned duties; perform simple and power grasping, pushing pulling and fine manipulation; distinguish colors used in marking utility facilities and lift or carry weight of up to 50 pounds without assistance and heavier objects with assistance. Walk for long distances and on sloped ground and uneven surfaces. Normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

### **Work Environment**

Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around moving vehicles and equipment; constant contact with staff and the public.

## **ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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**Employee Name (Print)**

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**Date**

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**Employee Signature**