

**MAINTENANCE WORKER
(Janitorial Maintenance)**

DEFINITION

This single position class performs a variety of janitorial and maintenance duties for City facilities in addition to the special assignments such as coordinating projects with contractors and vendors. Under general supervision, performs related work as assigned. This class is distinguished from other City maintenance class by its assignment to the Recreation Department and by its special projects.

EXAMPLES OF DUTIES (Illustrative Only)

- Sweeps, mops, scrubs and polishes floors; strips, waxes and buffs floors; sweeps and vacuums rugs.
- Cleans, dusts and vacuums offices, meeting rooms and other facilities; cleans and maintains kitchen areas.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Cleans and disinfects restrooms; restocks restroom supplies as needed.
- Replaces lamps, bulbs and lighting fixtures.
- Maintains recreational areas such as tennis and basketball courts, tot lots and playgrounds.
- Operates, maintains and stores a variety of tools and equipment such as vacuum cleaners, blowers, hand tools and motor vehicles.
- Makes minor plumbing, carpentry and electrical repairs.
- Repairs and maintains a variety of recreational and playground equipment; prepares athletic fields, rental halls and meeting rooms.
- Coordinates maintenance and repair projects with contractors and vendors and monitors their work.
- Corrects or reports any safety or fire hazards.
- Moves furniture and equipment at various City facilities.

QUALIFICATIONS**Knowledge of:**

- Proper cleaning methods and techniques and the safe use of cleaning materials and disinfectants.
- Safe use and minor maintenance of hand and power tools, equipment and motor vehicles.
- Basic painting, plumbing, electrical and carpentry methods, tools and techniques.
- Safe work methods and safety regulations pertaining to the work shop mathematics.

Skill in:

- Understanding and following oral and written instructions.
- Completing assignments independently without immediate supervision.
- Directing and instructing others on a project basis.
- Cleaning, painting, maintaining and repairing a variety of recreational equipment and City facilities.
- Operating and maintaining a variety of hand and power tools and equipment.
- Preparing basic records and reports.
- Monitoring contracted projects to ensure that work is performed properly.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

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Other Requirements:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must be willing and able to work outdoors in all seasons and climb ladders to a height of ten feet. Must possess sufficient strength and stamina to lift and carry equipment weighing up to sixty pounds.

Education and Experience:

Equivalent to graduation from high school and two years of experience in janitorial and facility maintenance.