

## MAINTENANCE WORKER

### General Statement of Duties

Performs responsible unskilled work in grounds maintenance, facilities maintenance, street maintenance, and other related activities.

### Distinguishing Features of the Class

Employees in this class perform maintenance work to mow, trim, clean, and maintain public grounds. Work also includes collecting leaves on a crew, assisting with asphalt and concrete construction and maintenance, assisting with installation and maintenance of drainage systems, cleaning public buildings, assisting with trades work, and other unskilled work. Work involves the use of a variety of tools and light equipment. The employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, chemicals, fumes, and oils. Work may also be subject to the final OSHA standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation and inspection to determine the thoroughness in carrying out assigned duties.

### Duties and Responsibilities

#### Essential Duties and Tasks

Performs a variety of maintenance tasks such as cutting grass using tractors, power riding and push mowers; removing leaves and debris; trimming shrubbery, and clearing and landscaping grounds.

Works as a crew member to construct or repair concrete and asphalt; repairs pot holes; shovels and rakes asphalt; repairs sidewalks, driveway aprons, and other concrete structures; assists with mixing and pouring concrete; assists with setting forms and finishing work.

Assists trades workers with carpentry, masonry, and other construction and repair projects.

Cleans public buildings, removes trash from grounds, collects public trash cans from common areas.

Performs some internal and external painting.

Shovels sand from board walks.

Operates pickup, mowers, trimmers, hedgers, edgers, blowers, sweepers, hand tools, and related tools and light equipment.

Cleans out catch basins using shovels and pitch forks; sweeps and cleans sidewalks and streets.

Cleans buildings, washes floors, windows and cleans rest rooms; stocks rest rooms with paper products.

Assists with signing for construction and flagging traffic.

Cleans public grounds by picking up trash.

Plants, waters, fertilizes, and trims trees and plant materials.

Erects street signs.

Works as a member of a leaf collection crew.

#### Additional Job Duties

Assists on other crews as needed.

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Working knowledge of the methods and techniques applied in unskilled manual labor.

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Working knowledge of standard hand tools, operation of light equipment, and materials used in assigned work.

Working knowledge of the occupational hazards and applicable safety precautions associated with assigned work.

Ability to work cooperatively as a team member and respond courteously to citizens.

Ability to understand and follow specific oral instructions and maintain simple records of work activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing and repetitive motions.

Must be able to perform heavy work exerting up to 100 pound of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate light equipment such as the mowers, trimmers, and small trucks in a safe manner.

Desirable Education and Experience

Ability to read and write and ability to perform unskilled maintenance work; or an equivalent combination of education and experience.

Special Requirement

May require possession of a valid North Carolina driver's license.

Atlantic Beach  
2006

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual positions assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.