

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: MAINTENANCE WORKER I - JANITOR

REPORTS TO: LEAD MAINTENANCE WORKER

TYPE: FBEO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.

POSITION SUMMARY:

Performs a variety of semi-skilled and skilled tasks assisting in the construction, repair, and maintenance of buildings, parks and other public facilities. Maintain a Class C California driver's license.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Physical requirements:

Work in underground excavations with shoring. Work from a man lift. Work around hazardous materials. Work in and around raw sewage and sewer gases. Constant exposure to sun, walk on uneven surfaces, bend, kneel, squat, twist, exposure to airborne dust and loud noises, drive, work on slippery surfaces; lift 50 pounds, lift items above shoulders, climb 40' ladders; work in confined and cramped spaces; repetitive hand motion; hear verbal instructions; climb in/out of ditches; turn valves, lift and carry pipe; dig ditches; fine motor skills, and climb flights of stairs. Use power and hand tools. Verbal and written communications with co-workers.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Repair and maintain City facilities.
- Perform janitorial work, set up for meetings, and move furniture.
- Maintain parks and park facilities, performing necessary landscaping and grounds keeping work.
- Set up street barricades for special events, remove litter, and maintain litter containers and street furniture.
- Upkeep and cleaning of all City facilities and restrooms.

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- Work in and around raw sewage/wastewater.
- Work in and around underground utilities.
- Manual digging and excavating.
- Respond to water and sewer calls on weekends and determine course of action.
- Clear minor sewer blockages and request help for larger problems.
- Assist other maintenance employees in performing repairs/maintenance of streets, water/wastewater pipelines and other facilities.
- Clean storm drain basins.
- Clean and maintain equipment, paint street markings and complete street sign maintenance and replacement.
- Perform traffic control flag person duties.
- Create, maintain, and complete work orders and track parts usage.
- Clean and maintain equipment and work spaces used in the course of work.
- Practice Cal/OSHA, City and departmental safety protocols and have safety-first orientation.
- Follow all City policies.
- Perform other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Computer, shovel, rake, jackhammer, vibratory compactor, vibratory plate, trucks, power tools, chain saw, sander, weed eater, paint machine, hammer, wrench, pry-bar, pipe cutter, chain cutter, cement chain saw, man lift tapping machine, street sweeper, welder, torch, pavement oils, asphalt, petroleum products not limited to gasoline, diesel and motor oils, liquid propane, cement products, latex paint, water, brass parts, cast iron pipe, aluminum parts, galvanized parts, PVC pipe products, ABS pipe products, glues and primers, old lead pipe joints, non-friable asbestos cement pipe, epoxy glues and various cleaners, disinfectants etc.

SPECIAL REQUIREMENTS:

- Traffic Control and Flagging Certificate
- Playground Inspector Certificate within 18 months of appointment

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, procedures, tools, techniques, equipment and supplies used in park and building maintenance work.
- Use of equipment used in custodial building maintenance.
- Facility plumbing and heating.

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Ability to:

- Perform semi-skilled and skilled maintenance tasks in the construction, maintenance and repair of public facilities.
- Use hand and power tools required in general building and landscape maintenance work.
- Perform heavy manual labor for extended periods in unfavorable conditions.
- Understand and carry out oral and written directions.
- Work cooperatively with other employees and the public.
- Work assigned shifts, which will include day, swing, nights, weekends, and holidays as well as participate in after hour callouts.
- Ability to use of Outlook, Excel, Word, Assets Essentials and Google Drive software.

REQUIRED EDUCATION/EXPERIENCE:

- High School Graduate or GED; and
- At least one-year experience in general maintenance, facilities maintenance, and or landscape maintenance; and
- Possess a valid Class C or higher California driver's license.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require such accommodation, due to a qualifying disability.*
