

CITY OF COVINA

GENERAL MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs custodial, grounds keeping and light semi-skilled laboring tasks in the maintenance of buildings and equipment; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The **General Maintenance Worker** is the journey level class that provides maintenance, upkeep, minor construction repair and cleaning to City buildings and the associated grounds.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision and assignments from higher-level public works management staff. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Moves and arranges furniture and equipment, replaces light bulbs, and performs light building and facility repairs, such as painting; repairs office furniture, and cabinets as requested.
- Performs a variety of maintenance, repair, painting, diagnostic, and minor carpentry, plumbing, locksmith and simple electrical repairs of grounds, buildings and structures; inspects the conditions of buildings and structures and reports needed repairs and unsafe conditions to supervisor.
- Performs simple to semi-skilled carpentry, masonry, plumbing and painting to maintain City facilities.
- Checks and secures doors, windows, utility equipment, and property of City buildings and inspects premises against damage by fire, water, theft, and illegal entry.
- Performs cleaning tasks such as sweeping and mopping offices, hallways, and other public areas, including such duties as washing windows and wastebaskets; washes and disinfects restroom facilities and replenishing supplies.
- Dusts and polishes woodwork, fixtures, furniture, and equipment; scrubs, strips, waxes, and buffs floors; cleans and stocks restrooms and facilities; maintains such areas in an orderly condition; reports the need for major maintenance or repair.
- Provides general maintenance to City automotive pool, including steam-cleaning motors, polishing, and checking gas, water and oil levels; checks equipment for adequacy of battery, fan belt and hydraulic fluids as required.

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- Operates equipment and performs preventive maintenance and minor repair on a variety of vehicles and hand and power tools and other cleaning equipment used in the work.
- Plants, cultivates and fertilizes a variety of trees, shrubs, plantings, groundcovers, and turf areas; waters planted areas as required; cleans building grounds, picks up trash and debris and sweeps area; operates mowers, trimmers in park areas and prunes trees, shrubs and plantings as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when working and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this position may work outside in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, and work in an environment which may include exposure to toxic/hazardous gasses and chemicals, and involves confined spaces.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **General Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma and one year of experience in the care and maintenance of buildings, grounds and related equipment.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Methods, materials, chemicals, disinfectants, and equipment used in cleaning and caring for floors, walls, fixtures, and furniture; methods, materials, and equipment used in the grounds keeping; equipment, materials and supplies used in building maintenance; equipment and supplies used to do minor repairs; first aid and applicable safety precautions.

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Ability to:

Read and understand signs, labels, work schedules and written instructions; write and enter information on work orders; work independently; complete daily activities according to work schedule; perform building and grounds maintenance work; lift heavy objects; walk and stand for long periods of time; communicate effectively with the public, co-workers and supervisors both orally and in writing; use equipment and tools properly and safely; Understand and follow written and oral instructions with persons contacted during the performance of duties; establish and maintain effective working relationships.

Skill to:

Operate floor care machines and other general maintenance equipment properly and efficiently, such as floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, hand tools, painting equipment, and grounds keeping equipment.