



Job Description
Job Code: 123
Range 19

CONSTRUCTION AND MAINTENANCE WORKER

DEFINITION: Under direction, performs a variety of semi-skilled and unskilled tasks in the construction, maintenance, and servicing of city parks; trims trees, mows grass, runs a “weed eater” around buildings and facilities; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Performs grounds maintenance work including seeding and planting plants, mowing grass, edging grass, spraying and cutting weeds, and fertilizing; landscapes City property; prunes or trims hedges, trees, and shrubs; installs fences, sprinklers, and irrigation systems; mixes concrete for sidewalks and curbs; digs graves, and refills after ceremonies are complete; operates a variety of light to heavy equipment (e.g. pickup, dump truck, tractor, backhoe, fillers, etc.).

Performs routine maintenance on equipment; performs custodial tasks in the cleaning of the city buildings and recreational facilities; replaces faulty parts; evaporative cooler pads; installs new pumps and spiders; installs new filters; changes lights in buildings; perform preventive maintenance, makes; makes repairs on City buildings; repairs leaking roofs; paints interior/exterior of buildings and facilities; supervises trustees, community service workers, and volunteers in teaching them safety on jobs.

Trenches ground for the installation of conduit for pipes for irrigation pipes; operates a backhoe to dig graves, trenches, and moving dirt and rocks; landscapes parks and performs carpentry work for the City; constructs buildings and other structures; pours concrete and finishes concrete structures uses hand tools (e.g. shovel, hammer, saw, generator, screwdrivers, rakes, picks, hoes, etc.) performs unskilled to skilled plumbing repairs.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the construction industry.

Knowledge of the various skilled trades (e.g. plumbing, electrical, HVAC, carpentry, painting, etc.).

Knowledge of the properties owned by the City.

Knowledge of the functionality and long term use of buildings and grounds.

Knowledge of the proper use, maintenance and repair of construction/buildings equipment and tools.

Skill in the safe and effective use of hand and power tools used in the construction industry.

Skill in planning, organizing, and directing the activities of subordinate employees.

Skill in dealing with the public in a professional and courteous manner.

Skill in maintaining a professional image.

Construction and Maintenance Worker – (Continued)

PHYSICAL REQUIREMENTS: Work involved in this classification includes the possibility for injury or harm to self and others due to the inappropriate use of equipment and tools. Work is sometimes performed outdoors during inclement weather.

MINIMUM QUALIFICATIONS: The equivalent of two (2) years experience in the construction and maintenance field.