

**TOWN OF GILBERT
CLASS SPECIFICATION**

Maintenance & Operations Worker

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Maintenance & Operations	A11 – A13	Non-Exempt

CLASS SUMMARY:

This class is the first level in the Maintenance & Operations series. Incumbents perform routine maintenance and/or operational activities in assigned area of responsibility. Responsibilities as assigned may include providing customer service; performing routine maintenance and repair of equipment, infrastructure, and/or related items; inputting data into computerized systems; performing entry-level water treatment plant operations; and, preparing logs and records.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Performs routine maintenance, cleaning, and/or preparation of equipment, facility spaces, and/or other items related to assigned area.	Daily 25%
Operates vehicles, equipment, machinery, and/or tools in the maintenance and support of assigned area.	Daily 25%
Sets up, monitors and/or inspects assigned area, facilities, or equipment and identifies problems and/or necessary repairs. Initiates actions, performs basic repair and maintenance tasks, and/or submits work orders for appropriate services required. May be assigned to provide related maintenance assistance in response to emergency situations or after-hours calls.	Daily 20%
Provides customer service, information, directions, and assistance related to services, procedures or issues. Initiates problem resolution. Follows established procedures, monitors work environment, and/or promotes safety of assigned facility or area.	Daily 10%
Monitors and maintains inventory levels of equipment, supplies and/or materials. Determines supplies needed for assigned project or area. Initiates requests for inventory replacement. Stocks or distributes supply items.	Daily 5%

**TOWN OF GILBERT
CLASS SPECIFICATION**

Maintenance & Operations Worker

Receives, reviews, prepares or processes various forms, reports, correspondence, reference materials, records and/or other documents.	Daily 5%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to ***Facilities Maintenance*** may be responsible for:

- Cleaning, care and disinfection of floor and work surfaces, equipment, office furnishings, windows, walls, bathrooms, fixtures, kitchen areas, exterior area of buildings and other public facilities;
- Performing general maintenance and manual tasks including moving furniture and equipment, meeting room setup, basic plumbing and electrical tasks, basic repair work, equipment testing, trash removal, and supply replacement;
- Operating various equipment including floor cleaning and maintenance equipment, hand tools, ladder, and general cleaning tools.

Positions assigned to ***Street Maintenance*** may be responsible for:

- Performing basic manual labor and general landscaping associated with maintaining grounds, parks, right-of-way areas, athletic fields, and irrigation systems including mowing, weed control and removal, turf maintenance, shrub and tree maintenance;
- Operating general equipment including mower, chain saw, pruners, chipper, hedge trimmer, blower, spraying equipment, and other general grounds maintenance equipment.

Positions assigned to ***Grounds Maintenance/Parks and Recreation*** may be responsible for:

- Maintaining and/or cleaning park facilities, courts, structures, fields, trails, restrooms, grounds and equipment;
- Scheduling and supervising assigned community service workers in support of parks maintenance;
- Patrolling park areas and on-site events, educating public, and issuing citations to promote and ensure park safety and to enforce regulations;
- Assisting with the capture and rescue of wildlife working with appropriate authorities and external agencies;
- Performing basic manual labor and general landscaping associated with maintaining grounds, parks, right-of-way areas, athletic fields, and irrigation systems including mowing, weed control and removal, turf maintenance, shrub and tree maintenance;
- Operating general equipment including mower, chain saw, pruners, chipper, hedge trimmer, blower, spraying equipment, and other general grounds maintenance equipment.

TOWN OF GILBERT CLASS SPECIFICATION

Maintenance & Operations Worker

Positions assigned to *Utilities/Water/Wastewater* may be responsible for:

- Assisting in monitoring water treatment plant operations, reading computer displays, collecting samples and performing testing;
- Assisting in operating valves, gates, pumps, motors and generators in controlling treatment processes;
- Assisting in routine preventative maintenance including calibrating equipment, cleaning cartridge filters and other equipment, mixes chemical solutions, and other related tasks. Assisting in monitoring, maintaining and repairing water and sewer mains, lines, valves, hydrants, and other related infrastructure;
- Performing manual tasks such as meter reading, ground excavation, removal of asphalt/concrete, digging holes and trenches, transporting materials, and other related tasks;
- Assisting in the inspection and maintenance of waste water collection, recharge and distribution systems.

TRAINING AND EXPERIENCE:

High School Diploma or GED and, as assigned, 6 months of work experience and/or specific certification or licensure may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License

Depending on area of assignment, requires:

- Arizona Commercial Driver's License (CDL) including appropriate endorsements
- ADEQ Operator Certification
- Signs & Markings Certification
- Work Zone Safety Certification
- CPR and Standard First Aid Certification
- Respirator Certification

KNOWLEDGE OF:

- Mechanical practices;
- General maintenance techniques;
- Safe equipment practices;
- Modern office equipment.

TOWN OF GILBERT CLASS SPECIFICATION

Maintenance & Operations Worker

SKILL IN:

- Troubleshooting problems;
- Maintaining and handling applicable equipment;
- Utilizing mechanical apparatus;
- Preparing and maintaining records;
- Working in a team environment;
- Providing customer service;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Custodian – A11
Fleet Service Aide – A12
Environmental Services Worker – A12
Grounds Maintenance Worker – A12
Streets Maintenance Worker – A12
M&O Worker - Meters – A13
Park Ranger – A13
Utility Worker – Distribution – A13
Utility Worker – Recharge – A13
Utility Worker – Reclaimed Water – A13
Utility Worker – Wastewater – A13

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**TOWN OF GILBERT
CLASS SPECIFICATION**

Maintenance & Operations Worker

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)