



CITY OF CHINO

Maintenance Worker Trainee

Definition:

Under direct supervision, performs unskilled and/or semi-skilled manual labor in the maintenance and repair of public works facilities in one or both of the assignment areas listed below; and performs related work as assigned.

Class Characteristics:

This is the entry-level class in the Maintenance Worker series. It is utilized as a training position for individuals who meet minimum qualifications but do not yet have the adequate skills and knowledge to work as a Maintenance Worker; and for assignments that do not require the higher level duties of a Maintenance Worker.

Essential Functions:

- Perform unskilled, and/or semi-skilled manual labor in the maintenance and repair of public works facilities including sewer systems, streets, traffic systems, sidewalks, signs, parks, graffiti removal, tree trimming and planting, and abatement of nuisances in the public right-of-way.
- Participate in the work of a park maintenance crew in operating power and hand tools; operating, maintaining, and repairing in-ground sprinkler systems; cleaning walks, parking areas, and other areas of leaves and other debris; removing trash; operating blowers, sweepers, clippers, sprayers, and other equipment or vehicles; cleaning and repairing restrooms and park equipment; performing minor and major tune-ups, replacing parts or repairing equipment such as sharpening blades; perform routine maintenance and equipment safety inspections; assist tree trimming crews by chipping limbs, stumping, and trimming trees.
- Participate in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters, and other concrete structures; repair and maintain City streets and alleys by patching with hot or cold asphalt mix; clear storm drains and catch basins; set up traffic control and safety zones.
- Participate in the work of the traffic crew engaged in installing and maintaining street signs and street markings; use a variety of equipment and tools such as welders, paint stripper, airless painter, and chemical sprayer.
- Maintain and care for supplies, facilities, and equipment; performs routine maintenance and equipment safety inspections; report maintenance and safety hazards to appropriate personnel.
- Answer emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs, and emergency patching of streets or flood control facilities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Some related work experience (desirable).

Working knowledge of:

- Common tools and equipment used in construction and maintenance work.
- Grounds maintenance methods and techniques.
- Trees, plants, flowers, and shrubs.
- Operation and maintenance of tools and equipment used in grounds maintenance.
- Basic safety precautions and procedures.
- Traffic laws, ordinances and rules related to truck and heavy equipment operations.
- Standards relating to the proper installation and maintenance of street signs and pavement markings.
- Equipment and procedures involved in the installation, maintenance, and repair of sewer systems.
- Related laws, ordinances, rules, regulations, policies, and procedures.

Skill in:

- Operation of a variety of equipment and vehicles.
- Use of hand and power tools.

Ability to:

- Understand and carry out oral and written directions.
- Keep accurate records.
- Use a variety of tools and equipment.
- Perform heavy manual labor and physically strenuous tasks on a regular basis.
- Lift 90 pounds on a regular basis.
- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Safely operate vehicles, equipment and stationary mechanical equipment and make minor adjustments and repairs.

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- Respond to emergency and problem situations in an effective manner.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Learn and apply policies and procedures.
- Work safely and efficiently.
- Pour and mix concrete.
- Properly apply herbicides and pesticides in accordance with state regulations.
- Repair irrigation and sprinkler systems.
- Accurately read gauges and testing equipment.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Possess a valid Class C California Driver's License and a satisfactory driving record.
- Be available to work a varying and flexible schedule, Monday through Sunday, including holidays (hours/days to be adjusted as needed).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.
- Due to safety regulations, when utilizing certain respirators and/or working with certain chemicals, incumbents may be prohibited from wearing contact lenses and/or glasses and beards, or other facial hair which may prevent a proper fit.

Physical Profile:

Category III; 2, 3, 4, 5, 6, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22.

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Services) or Part-time/Temporary/Seasonal

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Replacing Maintenance Worker Trainee classification specification dated 10/31/06.

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