



City of Fallon

Classification Specification

Maintenance Worker I – Convention Center/Parks

GENERAL PURPOSE

Under general supervision of the Deputy Public Works Director or other assigned supervisor, assist with daily department operations, including set up and cleanup of events, grounds cleaning and maintenance of the convention center. Also, assist with daily parks department operations, including maintenance of parks, City buildings and grounds.

GENERAL STATEMENT OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this classification. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

- Cleaning up the convention center after events
- Help with setup of equipment, tables and chairs for functions at the Convention Center
- Maintenance and upkeep of the grounds
- Cleaning of carpets
- Setup refreshments for functions
- Ensure setups are safe, aisle ways are clear, and cords are taped down.
- Cleaning and maintaining a commercial kitchen
- Help with setup and tear down of City events
- Interacting with the public; including responding to Convention Center customers comments and complaints
- Interact with customers on setup arrangements
- Respond to customer requests for additional services.
- Accept delivery of supplies for the Convention Center.
- Requires irregular working hours and days off
- Maintenance of lawns and garden areas, including mowing, watering, and fertilizing.
- Maintain Park irrigation systems
- Clean parks and ground
- Repair damage, wear and vandalism to park buildings and equipment
- Maintenance of the outdoor pool
- Inspect and repair of playground equipment
- Clean up glass, tree limbs, etc.
- Cleaning bathrooms
- Digging and trenching
- Tree trimming and dead wood removal
- Interacting with the public; including responding to park users comments and complaints

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability*Knowledge of*

- Cleaning supplies, equipment, and janitorial skills
- Basic grounds keeping, landscaping and maintenance
- Building maintenance and general repairs
- Light electrical and plumbing
- Landscaping and basic plumbing skills
- Knowledge of operations of lawn maintenance equipment
- Working with weed killers, fertilizer, and chemicals
- Working with high-speed rotating equipment
- Performs related work as assigned.

Ability to

- Meet time constraints for proper clean up between Convention Center events.
- Adapt to last minute changes required by customers
- Problem solving to help customer with solutions to ideas
- Interact with customers in a positive manner
- Complete multiple tasks
- Apply general information and principles to specific situations
- Interact with residents in a positive manner
- Assembly of playground equipment and light construction
- Apply general information and principles to specific situations
- Follow written and verbal instructions
- Record information on written logs
- Identify material and equipment needed to complete a task
- Learn and apply alternative methods for completing work
- Recognize and respond to changes in circumstances or events
- Complete multiple tasks
- Performs related work as assigned

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills and abilities is described below.

- One-year general janitorial work.
- One-year light electrical and plumbing experience
- One year on the job training including landscaping and sprinkler irrigation or any combination of education and experience.
- Ability to maintain a positive attitude and work environment
- Must demonstrate the ability to work cooperatively and collaboratively as part of a team
- Organizational skills and ability to prioritize

- Good verbal and written communication skills
- Ability to multi-task under time constraints and work effectively as a team player
- Strong ability to self-motivate as well as take direction
- High school diploma or GED

PHYSICAL AND PERCEPTUAL CAPABILITIES REQUIRED

The physical and perceptual capabilities described here are representative of those that an employee typically must possess to successfully perform the essential functions of the job.

- Lifting of tables
- Working at heights, changing lights and dusting
- Use of cleaning chemicals, non-toxic
- Bending, kneeling, stooping, squatting, and twisting
- Pull or push objects such as containers weighing more than 50 pounds
- Periodically lift and carry objects weighing more than 50 pounds
- Perform repetitive hand motions
- Perform repetitive motions with feet
- Repeatedly stand up and sit down
- Stand for long, uninterrupted periods
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WORKING CONDITIONS

Work is typically performed under the following conditions.

- Indoor and outdoor environments
- Periodic moving back and forth between indoor and outdoor environments.
- Heavy lifting.
- Working on irregular surfaces.
- Work without supervision or immediate assistance.
- Noise and distractions from equipment.
- Bending, stooping, squatting, and twisting.

FLSA Status : Non-Exempt

Classification : OE3

Grade: 3

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