

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: MAINTENANCE WORKER**

**PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (Revised)**  
**COUNCIL APPROVAL: DECEMBER 2001**

**OB CODE: 0394**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**  
**EEOC CODE: SERVICE MAINTENANCE**

**JOB SUMMARY**

Under close supervision, performs a variety of semi-skilled and unskilled tasks in the maintenance of City streets, parks, trees, beaches, water distribution or wastewater systems.

**SUPERVISION RECEIVED**

Reports to: Designated Maintenance Supervisor

**DISTINGUISHING CHARACTERISTICS**

Maintenance Worker is an entry-level job class within the maintenance worker series. Incumbents perform a variety of maintenance work based on area of assignment. Work is of average difficulty and performed in accordance with established policies and procedures. Maintenance Worker differs from Maintenance Service Worker, Beach Maintenance Service Worker, Wastewater Maintenance Service Worker and Water Service Worker is that the latter are journey-level jobs with the acquired knowledge, skills and abilities in the specific work area to perform with minimal supervision.

Incumbents may be assigned to streets, parks, athletic fields, beach, water distribution, wastewater systems, or trees and landscape maintenance work. Actual responsibilities vary according to assignment. Assignments are not interchangeable.

**EXAMPLES OF ESSENTIAL DUTIES**

*When assigned to Street Maintenance*

- Performs manual labor in support of street repairs
- Assists with pothole, sidewalk, and other asphalt repairs and the annual slurry seal program for residential streets
- Removes large pieces of debris in streets prior to clean up by street sweeper
- Assists in clearing areas containing hazardous materials

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



### TITLE: MAINTENANCE WORKER

#### *When assigned to Parks or Landscape Maintenance*

- Assists with a variety of landscape maintenance work including; planting new foliage, watering, spraying, and trimming of shrubbery and flowers
- Removes litter and services trash receptacles in parks
- Assists with chemical control of weeds, insects, and plant diseases

#### *When assigned to Tree Maintenance*

- Assists with regular maintenance, including pruning, planting, pest control and removal of city-owned trees, in city parks, medians, landscape areas, sidewalks, and parkways

#### *When assigned to Beach Maintenance*

- Assists with general maintenance and cleaning of the City's beaches and beach facilities

#### *When assigned to Water Distribution*

- Performs manual labor and assists in the maintenance, installation and repair of the water distribution system, including removing and installing rough concrete work on curbs, gutters and sidewalks, digging out broken spots in street surfaces, filling joints and cracks, grinding uneven sidewalks

#### *When assigned to Wastewater*

- Assists in the maintenance, repair and construction of the City's wastewater and storm water systems

#### *Duties applicable to all positions in this job classification*

- Removes debris in streets, alleyways, other municipal properties, and on beaches as necessary or requested by citizens, other City departments or other cities
- Maintains and cleans City restrooms and facilities in parks and on beaches
- Hauls materials to job sites and stages work areas for crews
- Cleans worksite when repairs are completed and hauls debris and discarded materials away
- Assists in setting up traffic control markings for work zones; acts as flagger to route traffic safely around work zone
- Participates in the set up and operation of equipment at City special events
- Assists with general labor duties
- May respond to emergency calls for service on a call-out basis requiring working outside of normal business hours as needed
- Attends appropriate hazard exposure training for related duties as assigned; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



### TITLE: MAINTENANCE WORKER

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- Safety rules and practices pertaining to maintenance and construction work
- Practices and procedures for safe handling of hazardous materials
- Traffic procedures and vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of public streets and facilities
- Occupational hazards and safety precautions applicable to maintenance and repair work

#### **Ability to:**

- Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Perform heavy manual labor
- Read and follow work orders and instructions
- Use hand and power tools; follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Respond to after-hours emergency situations within established time parameters
- Travel to offsite locations within a reasonable timeframe

**Education:** High school diploma or equivalent.

**Experience:** Experience in general construction or the maintenance of infrastructure facilities and systems preferred.

#### **FLEXIBLE STAFFING/RECLASSIFICATION**

Maintenance Worker incumbents may be recommended to the journey-level classification of Maintenance Service Worker, Beach Maintenance Service Worker, Water Service Worker, or Wastewater Maintenance Service Worker, upon meeting the minimum qualifications necessary for performance of the higher level duties, and upon successful completion of the probationary period.

Dependent upon area of assignment, the requirements for reclassification consideration, subject

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: MAINTENANCE WORKER**

to the review, recommendation, and approval of the department head and human resources, include the following:

- Maintenance Service Worker:
  - Eighteen months' experience in streets, parks, landscape and/or tree maintenance
  - Valid California Class A driver license with hazmat endorsement and an acceptable driving record required at time of appointment and throughout employment.
- Beach Maintenance Service Worker
  - Two years' experience in beach maintenance and/or boat maintenance and fiberglassing
  - Valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment.
- Water Service Worker:
  - Two years' experience in construction or maintenance and repair of water distribution systems
  - Valid California Class A driver license and an acceptable driving record required at time of appointment and throughout employment.
  - Grade 1 Water Distribution Certificate
- Wastewater Maintenance Service Worker:
  - Two years' experience in maintenance and repair of wastewater collection systems
  - Valid California Class B driver license and an acceptable driving record required at time of appointment and throughout employment.
  - Grade I Collection System Maintenance Certificate issued by the

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Work is primarily performed outdoors (fieldwork) with exposure to the weather. May include contact with hot and cold surfaces. Exposure to loud noises from equipment and vehicle engines, vibrations. Works in close proximity to moving mechanical parts (mechanical hazards), electrical currents (electrical hazards), and vehicular traffic (road hazards). May work in confined spaces. May come in contact with potential natural irritants such as vegetation, dust, soil, tree pollens, fertilizers, non-restricted pesticides, and sawdust.**

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: MAINTENANCE WORKER**

Exposure to fumes from and direct contact with chemicals, including but not limited to volatile organic compounds, gasoline, diesel, motor oil, grease, ammonia, bleach and cleansers. Must be able to stand for long periods and/or walk long distances. Some walking may occur on sloping, slippery and /or uneven surfaces. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach and bend. Requires ability to twist upper and lower body and at the waist. Requires mobility of both arms to reach overhead. Must have dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects with the use of proper equipment or assistance weighing 50 to 100 pounds. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, chain saw chaps, and steel-toed shoes. May be required to work at heights above ground level or in confined spaces.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 8/2019 jd