

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BEACH MAINTENANCE SERVICE WORKER — **DATE: DECEMBER, 2001**

PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0452
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMTMEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE/MAINTENANCE

DUTIESJOB SUMMARY

~~With close~~Under general supervision, performs a variety of semi-skilled and skilled worktasks in the maintenance of City beaches, restroom facilities~~ocean lifeguard boats and related equipment~~, and other related facilities and equipment~~the boat dock~~; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED

Reports to: Beach Maintenance Supervisor

DISTINGUISHING CHARACTERISTICS

Differs from Maintenance Worker in that the Beach Maintenance Service Worker is responsible for performing work at the journey-level while Maintenance Worker is an entry-level classification.~~The Beach Maintenance Service Worker is a generalist with responsibility for performing a variety of semi-skilled maintenance tasks. It is distinguished from the skilled trades classes that require journey level experience in a particular trade or craft.~~

EXAMPLES OF ESSENTIAL DUTIES

- Maintains condition and appearance of beaches and supporting facilities, Assists withincluding general labor duties for the beach maintenance section~~division~~ of Public Works~~Community Services~~;

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- ~~p~~Performs preventative maintenance on ~~workbeach~~ equipment ~~and tools, especially the lifeguard boats and the electrical and electronic equipment installed on the boats;~~
- Stocks and cleans public restrooms
- Maintains accurate logs, records, and daily reports as required
- ~~r~~Responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed.

~~Performs repairs to the boat gel coat; fashions and molds fiberglass replacement parts to repair and replace hatches, mountings and other specialized applications; paints boats to complete repairs; repairs and refinishes teak gunwales.~~

~~Inspects boats to ensure that they are in sound working order; maintains and services the engines, shafts, bearings, seals and related parts; replaces antennas and repairs mountings as required; tests electrical equipment such as bilge pumps, radios and transducers.~~

- Participates in the set-up of City special events
- Maintains marine related items such as buoys, chains and anchors, lines, etc.
- Performs general maintenance at the facility, including picking up trash and cleaning the restrooms.
- Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards.
- Assists in setting up traffic control markings for work zones and redirecting traffic when performing work on public property
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary to conform to changing priorities and meet deadlines
- Maintains a regular and consistent attendance record
- Performs other related duties as assigned

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.

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:

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Knowledge of:

- The use and maintenance of tools, power equipment, and vehicles required to perform assigned work
- Practices and procedures for safe handling of repair and maintenance equipment; boat operations, maintenance and repair procedures; machinery, equipment and tools necessary for the maintenance and repair of fiberglass boats and wooden boat docks and storage facilities; occupational hazards and
- Safe work practices and procedures; precautions applicable to
- Basic maintenance of facilities and equipment and repair activities.
- Safe driving practices

Ability to:

- Read and follow work orders and instructions;
- Safely and properly operate use hand and power tools;
- Follow safety practices and recognize hazards;
- Perform heavy manual labor for extended periods and under unfavorable weather conditions
- Lift and carry heavy objects safely carry out work assignments as instructed;
- Maintain accurate paper and electronic records and logs;
- Implement preventative maintenance programs
- Communicate effectively orally and in writing;
- Establish and maintain cooperative work relationships with those contacted in the course of work.

Education: ~~The equivalent of a~~ High ~~S~~school diploma or equivalent certificate.

Experience: Two (2) years of prior experience in beach and/or parks maintenance ~~and/or boat maintenance and fiberglassing.~~

Certifications/License: ~~Possession of a~~ valid California Class C driver ~~motor vehicle operator's~~ license with an acceptable driving record at time of appointment and throughout employment and completion of the California Boating Safety Course within six months of appointment.

SPECIAL CONDITIONS

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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.

Reclassification Criteria: Sufficient training and/or experience to clearly demonstrate the skills, knowledge, abilities and personal attributes required for this class may be demonstrated by successful completion of eighteen months maintenance experience with the city of Huntington Beach.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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

Work is primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. Exposure to chemicals including but not limited to, volatile organic compounds, fertilizers and non-restricted pesticides, gasoline, diesel, motor oil, grease, ammonia, bleach, 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 at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. May be required to wear protective apparel including, but not limited to, hardhats, gloves,

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goggles, respirators, face protectors, ear protection, aprons, coveralls, 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.

~~—Work involves exposure to potential physical harm, dangerous machinery, hazardous materials, and potentially infectious disease and performs moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, climb, balance, lift heavy objects (up to 100 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Rev Mar. 2021 pa