

# JOB DESCRIPTION

**Coachella Valley Water District**

**DATE:** April 2020

**TITLE:** MAINTENANCE WORKER

**SECTION:** BUILDING TRADESWORKERS

**DEPARTMENT:** Facilities and Maintenance

**SRN:** 20

## **REPORTING RELATIONSHIP:**

Reports to: Building Trades Supervisor

Supervises the following positions: Not applicable

**DEFINITION:** Under general supervision, to perform semiskilled maintenance, construction and repair work on District buildings, structures and related equipment. To assist a building maintenance trade's worker and perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** Positions in this class are assigned a variety of tasks in the building trades. Although the work requires the use of building trade tools and the ability to perform tasks in a variety of crafts, the skill level required is normally less than the skill level which would be required of a journey level trades worker.

## **ESSENTIAL FUNCTIONS:**

1. Assists building maintenance trades workers to complete assignments.
2. Performs semiskilled duties in plumbing, unplugs sewers, repairs faucets, and performs janitorial duties when required.
3. Strictly adheres to district safety policies and procedures.
4. Performs a variety of painting duties on houses, vehicles and sunshades.
5. Performs carpentry work and repair work on doors, windows, roofs and floors.
6. Safely and effectively uses hand tools and power tools including but not limited to hammers, saws, cutting torches, and drills, stud guns, paving saws, compressors, jackhammers and rotary hammers.
7. Performs concrete work such as building forms, pouring and finishing concrete.
8. Assembles furniture and structures.
9. Hauls and stacks lumber as well as loads and transports equipment as needed.

# JOB DESCRIPTION

Maintenance Worker – Page 2

10. Makes minor adjustments and keeps equipment in good repair.
11. Completes time cards and work orders as well as collects asset data for Asset Management and the Computerized Maintenance Management System (CMMS).

## **MINIMUM QUALIFICATIONS:**

**License or Certificates:** Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

**Experience:** Any combination of training and experience that would meet the required knowledge and abilities. A typical way to obtain this knowledge and abilities would be to preferably have one year of working experience in performing semiskilled maintenance tasks.

**Knowledge of:**

- Basic methods, materials, equipment and tools used in building maintenance and repair work.
- Safe work practices.

**Abilities:**

- Use the tools, materials and equipment involved in semiskilled building maintenance and repair work.
- Read and interpret plans and diagrams.
- Understand and carry out oral and written directions.
- Work cooperatively with others.

## **PHYSICAL REQUIREMENTS:**

1. Drives District truck to job sites. Communicates using a two-way radio.
2. Perform heavy manual labor in extreme weather conditions including heat and rain. May work with chemicals, fumes, dust, exhaust and raw sewage.
3. Performs pick and shovel work when required.
4. Carries heavy tools and equipment over uneven terrain.
5. Lift and carry equipment and materials weighing in excess of 50 pounds.
6. Driving: Moderate  
See physical assessment form for detailed requirements.