



EMPLOYMENT OPPORTUNITY

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## **MAINTENANCE WORKER**

**Salary Range 25 - \$19.98 - \$24.32/Hourly  
Full-Time w/Benefits  
Application Deadline: June 1, 2015, 5:00 pm**

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For application materials visit our website at [www.RanchoMirageCA.gov](http://www.RanchoMirageCA.gov) or call (760) 324-4511.  
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

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### **CLASS SUMMARY**

Incumbents perform routine and non-routine facilities, grounds maintenance and/or operational activities in assigned area of maintenance responsibility.

Performs physical labor in support of landscaping, repair, construction and maintenance of city facilities, right-of-way, property, grounds and/or streets.

### **EXAMPLES OF ESSENTIAL DUTIES**

This class specification represents only the core areas of responsibilities; specific position assignment will vary depending on the needs of the department.

1. Performs routine street and/or facilities maintenance, installation, setup, repair, cleaning, and/or preparation of equipment, facilities/facility spaces, floors, sports fields and courts, outdoor areas, vehicles, infrastructure, and/or other items related to assigned area.
2. Operates motorized vehicles and equipment, machinery, and tools in the repair, maintenance and support of assigned area according to standards and procedures.
3. Performs inspections of grounds, facilities, park areas, fire stations, median islands, vehicles, and/or equipment to identify potential safety hazards and/or the need for maintenance or repairs; fulfills work orders.
4. Opens/closes, sets up/breaks down and monitors assigned areas, facilities, furnishings and equipment; removes trash and sand; clean-up illegal dumping; prepares site and equipment for necessary repairs; maintains traffic control as required.
5. Evaluates work and equipment requirements; initiates maintenance actions or notifies/submits work request for appropriate services required.



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6. Receives, reviews, prepares, processes or maintains various forms, work orders, reports, logs, repair records, reference materials, task sheets, records and/or other documents.
7. Identify supply requirements and initiate requests; receives, transports and/or restocks supplies.
8. Emergency Call-outs and On-call services.
9. Performs other duties of a similar nature and level as assigned.

### **Education and/or Experience**

High School Diploma or GED and, as assigned, up to three years of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Possession of an appropriate California driver's license and possession of/ or ability to obtain an appropriate Class "A" endorsement within six months of hire and a satisfactory driving record.

### **ADA and Other Requirements**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

***NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.***

Posted 5/13/15