

**YOLO COUNTY HOUSING  
MAINTENANCE WORKER I  
NON-EXEMPT**

**MAINTENANCE WORKER I**

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To operate a YCH vehicle to dispose of furniture, debris, garbage and related refuse items; to assist in a variety of tasks in the maintenance and repair of buildings and grounds; to operate light power tools and equipment; perform unit cleaning and general office cleaning as assigned; to perform a variety of tasks relative to assigned area of responsibility.

This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including collecting and disposing of refuse materials.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Facilities Manager. Maintenance Worker I staff may receive direction from the Senior Maintenance Worker.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Operate YCH vehicles including trucks with lift gates; driving to YCH properties; collect and dispose of furniture, debris, garbage and related refuse items.
2. Separate various items to be disposed of to ensure compliance with rules and regulations of disposal area.
3. Perform grounds maintenance duties; mow, trim and edge lawn areas; trim shrubs, bushes and trees; apply pre-mixed chemicals in assigned locations complying with safety guidelines and hazcom/hazmat procedures.
4. Replace exterior and interior light bulbs and other items as identified and needed.

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5. Perform daily maintenance on assigned vehicles; check fluid levels; check tires; report any maintenance requirements to supervisor.
6. Perform cleaning duties on building interior and exterior including pathways, gutters and related areas.
7. Provide assistance in building maintenance and repair by performing minor electrical, carpentry and plumbing duties as directed.
8. Operate a variety of power tools and equipment used in the repair and maintenance of buildings and grounds.
9. Respond to questions and/or complaints from tenants and make appropriate referrals.
10. Make minor adjustments on service equipment; maintain tools and equipment in working order.
11. Paint the interior and exterior of buildings including doors, moldings and walls.
12. In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
13. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
14. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
15. Perform related duties and responsibilities as required and/or assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

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- Equipment, tools, materials, methods and practices of building maintenance and grounds maintenance.
- Basic repair and maintenance procedures and practices.
- Operational characteristics of tools and materials used in building and grounds maintenance programs.
- Principles and practices of safe work and safe driving.

**Ability to:**

- Perform minor maintenance activities related to area of assignment using a variety of tools and equipment in performing semi-skilled building and grounds maintenance duties.
- Perform manual work for extended periods of time in all types of weather.
- Communicate with co-workers and residents in a courteous and professional manner.
- Plan and organize work to meet schedules and deadlines.
- Operate a personal computer using applications such as e-mail for YCH communication or inventory control software.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain effective working relationships with those contacted in the course of work.
- Respond to requests and inquiries from tenants and the public.
- Maintain confidentiality.
- Follow policy and adhere to procedures.
- Drive from site to site.
- Learn, interpret and apply pertinent codes, rules, regulations, policies and procedures related to grounds maintenance and/or building maintenance duties.

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### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

### **Experience/Training:**

- High School Diploma or GED **and**;
- One year building maintenance experience.

### **Physical Demands:**

- Performs a variety of physical tasks including sitting, standing with movement, walking, bending/stooping, crawling, climbing, reaching above shoulder, reaching below shoulder, reaching at shoulder, crouching, kneeling, lifting, carrying and pushing and pulling; repetitive hand and foot motion; hearing and vision abilities in accordance with physical tasks. Working in confined spaces and ability to lift up to 50 pounds. Have manual dexterity to manipulate hand tools and maintenance equipment.
- Performs tasks in conditions that include work inside; work outside; wet; humid; noise/environment; chemicals; fumes; odors; dust; moving objects; slippery surfaces; safety equipment; special clothing; carpeted floors; linoleum floors or cement; cold (less than 50 degrees); heat (greater than 90 degrees); temperature change in accordance with physical tasks.
- Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made to the Human Resources.

### **Special Requirements:**

- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Be available for emergency call-back to assigned facilities as a disaster service worker.
- Provide required proof of legal right to work in the United States.

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- Employees in this classification are required to pay monthly union dues.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

*Yolo County Housing is an equal opportunity employer.*

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