

# CASTROVILLE COMMUNITY SERVICES DISTRICT

## MAINTENANCE WORKER JOB DESCRIPTION

January 2025

---

### Definition

Under general supervision, responsible for performing (at a semi-skilled level) general building and grounds maintenance and repair work; to keep assigned areas and buildings in a clean, neat and orderly condition; to perform a variety of tasks relative to assigned area of responsibility.

### Supervision Received and Exercised

General supervision is given by the Lead Operator. No direct supervision of staff is exercised.

**Class Characteristics** This is the semi-journey-level classification that performs technical maintenance, repair and custodial duties of District buildings, facilities, and grounds required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety for District and public use. The incumbent is responsible for identifying and evaluating construction-related problems and performing installation and repairs on plumbing systems. The incumbent is expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### Examples of Duties (Illustrative Only)

- Inspects District buildings, offices, and yards for safety hazards, maintenance needs and security breaches
- Cleans and removes debris and trash from parking lots, buildings and yards; washes vehicles and cleans interiors; pressure cleans heavy equipment, trucks and tools
- Changes oil, fluids, filters, batteries, and fuses in vehicles
- Cleans spills and breakage, washes, vacuums, sweeps, mops and dusts; sets up and takes down meeting equipment; picks up, delivers and moves boxes, furniture, supplies, parts and materials
- Requisitions supplies for restocking
- Inspects District facilities for safety hazards or maintenance needs, prepares and submits work orders
- Sweeps paved areas, curbs, and gutters; cleans debris from drains and catch basins, seeds, mows and trims grass, cuts and pulls weeds, trims, prunes, and plants bushes and trees; irrigates landscapes and applies fertilizer; prepares new landscaped areas, installs irrigation systems; plants new plants and removes old plants; prunes plants and trees; rakes flower beds; identifies pest and weed control needs of grounds surrounding operations and remote pump stations

- Identifies and obtains materials, supplies and equipment needed to accomplish maintenance and repair projects
- Prepares walls, ceilings and floors, sheetrock, metal, asphalt and cement surfaces for repairs, alterations and painting
- Digs holes and trenches, cuts and removes existing wood and metal materials and structures; repairs fencing and installs posts
- Blasts, sands and patches surfaces
- Mixes, sprays and brushes paint to interior and exterior surfaces of buildings, paved and cemented areas, tanks, metal equipment and fences
- Cleans hallways, offices, lobbies, ceilings and ceiling fans, light fixtures, interior and exterior glass, blinds, doors; washes windows, mirrors and walls; wipes, cleans and sanitizes toilets and sinks; empties, cleans and sanitizes waste receptacles, recyclables, and replaces trash bags; fills dispensers with paper products, soaps and metered air fresheners; replaces light bulbs and tubes and batteries in automated towel dispensers, soaps and air fresheners
- Sweeps, vacuums, mops, waxes, strips and polishes floors in hallways, kitchen, laboratory, and restrooms; mixes cleaning solutions, as needed; vacuums and shampoos carpets and rugs in hallways, office cubicles, and board room
- Repairs plumbing leaks and clogged drains
- Repairs leaks in windows and roofs
- Performs a variety of semi-skilled heavy labor
- Cuts brush
- Loads and unloads equipment and materials
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Performs other assigned work as assigned

## **Qualifications**

### **Knowledge of:**

- Methods, materials and tools used in building maintenance and construction, landscape maintenance, and irrigation systems
- Techniques used for servicing vehicles, power tools and equipment in routine building and repair.
- Cleaning supplies, equipment and custodial methods
- Proper materials and procedures used for cleaning purpose
- Basic tools used in routine building and equipment maintenance and repair

### **Ability to:**

- Clean and care of assigned area and facilities
- Perform building maintenance and repair work
- Use a variety of custodial equipment, supplies and materials
- Exhibit a high customer service priority
- Understand and follow oral and written directions
- Work independently in the absence of supervision

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work Purchase and inventory supplies

**Experience and Education**

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

**Experience:** One year of building and grounds maintenance experience. Minor vehicle servicing is preferred.

**Education/Training:** High School diploma or equivalent

**License or Certificate:** Possession of a valid Class C driver’s license

**Physical Demands**

Must possess mobility to work in and around District buildings and facilities; to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

FLSA Status: Non-exempt eligible for overtime

---

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

---

Employee Signature

Date

---

Supervisor Signature

Date