

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Maintenance Worker

BAND: A	GRADE: 1	SUBGRADE: 2	CLASS CODE: J23-7012
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Facilities	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: The Maintenance Worker performs routine maintenance activities related to the cleaning, clearing and maintenance of County buildings, parks or facilities and operates related equipment.			
DISTINGUISHING CHARACTERISTICS: The Maintenance Worker classification is the first level of a three-level maintenance classification series. This classification is distinguished from the semi-skilled Maintenance Technician classification by the more skilled duties performed at the technician level.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)		BAND/ GRADE
1	Performs a variety of routine activities in maintaining County buildings, surrounding grounds and facilities including such activities: cleaning and sweeping floors, facilities and equipment, picking up litter / recycling.		A1
2.	Operates equipment such as passenger vehicle / pick up, floor buffer, or power floor scrubber and other maintenance equipment as needed. Performs operational checks and reports needed repairs.		A1
3.	Performs cleaning activities such as cleaning, sweeping, mopping, stripping, sealing, waxing, buffing, carpet extracting, and/or vacuuming of a variety of floor cleaning surfaces, dusts fixtures and empties trash.		A1
4.	Sanitizes restrooms, cleans, and sanitizes kitchen / breakrooms, prepares and disposes of chemical solutions using proper safety procedures.		A1
5.	Disposes of waste in a safe and appropriate manner; assesses waste category of materials to be disposed; places waste in appropriate containers for recycling.		A1
6.	Employs any and all protective equipment necessary to perform tasks when working with chemicals or in the disposal of waste.		A1
7.	Responsible for securing facility after cleaning. Responds to customer inquiries and explains program rules and regulations. Reports security and safety issues / concerns as needed to supervisor.		A1
8.	Performs other duties as required including escorting and monitoring contractors in and out of facilities as needed.		
Knowledge of: (Position requirements at entry): <ul style="list-style-type: none">• Cleaning equipment, materials and techniques;• Basic groundskeeping and equipment maintenance techniques;• Safety precautions applicable to area of assignment including chemical use;• Security precautions necessary in area of assignment;• Tools and equipment used in area of assignment;• Customer service techniques.			

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Skills: (Position requirements at entry):

- Performing routine cleaning procedures;
- Preventative maintenance for equipment used;
- Using two-way radios and/or applying traffic control techniques;
- Basic groundskeeping and equipment maintenance techniques;
- Using hand and power tools;
- Applying customer service techniques;
- Operating vehicles requiring less than a commercial driver's license;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience: (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and one year maintenance experience in area of assignment or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

Preferred: 40 hour HAZWOPER certification

Licensing Requirements: (position requirements at entry):

- Some positions may require a valid US Driver's License and proof of insurance, if requested.
- Some positions may require successful completion of a criminal background check and general employment verification.
- Some positions may require 40 hour HAZWOPER certification within one year of appointment.

Working Conditions: Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. Work in confined spaces, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Heavy Work: Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force

Classification History:

New Class: 1/98

Revised: 1/99

Revised: 10/21

Revised: 12/22