



CONSTRUCTION AND MAINTENANCE WORKER I/II

SALARY GRADE: Level I: [C3-44](#); Level II: [C3-46](#)

DEFINITION:

Under general supervision, performs general construction and grounds maintenance duties; moves furniture and equipment for campus relocations and performs work with particular emphasis on grounds construction and heavy labor assignments. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work primarily in construction and maintenance, but may also be assigned to assist other Plant Services personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Construction and Maintenance Worker I

This is an entry-level position in the Construction and Maintenance Worker series involving a variety of construction and grounds maintenance tasks performed in specific areas or as a member of a crew. Work may be assigned and supervised in such a way as to permit the performance of primarily routine duties with minimum opportunity for exercising independent judgment.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Construction and Maintenance Worker II after completing two years of service as Construction and Maintenance Worker I.

Construction and Maintenance Worker II

This is the second level in the Construction and Maintenance Worker series involving a variety of construction and grounds maintenance tasks performed independently in specific areas or as a member of a crew. Positions at this level require the exercise of initiative and independent judgment.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general construction/maintenance duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.

9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintains inventory of supplies, parts and equipment; and confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Performs other related duties as assigned.

Job Responsibilities

1. Drives and operates heavy equipment such as a 2 ½ -ton stake truck, dump truck, backhoe, front loader, boom lift and track driven tractor.
2. Collects and empties trash and waste materials; performs surplus and e-waste pickups; operates cardboard baler.
3. Performs duties in the areas of excavation, compacting, and paving as needed.
4. Moves furniture and equipment for campus moves and relocations.
5. Performs general grounds maintenance duties on perimeter roads and parking lots.
6. Performs maintenance and repair work such as paving roads and pathways, laying concrete slabs, laying bricks, installing street signs, and installing and building fences.
7. Cleans drainage areas and roadways.

EMPLOYMENT STANDARDS:

Construction and Maintenance Worker I

Knowledge of:

1. Methods, materials, standard practices and equipment used in construction and grounds maintenance work.
2. Safety factors in the operation of equipment and materials.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate and maintain a variety of construction and grounds maintenance equipment.
3. Understand and carry out oral and written instructions.
4. Observe safety requirements and safe work practices and methods as required.
5. Perform routine work involving moderate to heavy physical labor.
6. Establish and maintain cooperative work relationships.

Education

Equivalent to the completion of the twelfth grade.

Experience

Experience in general construction and grounds maintenance.

License or Certification

Possession of a valid class A California driver's license or willingness to obtain the license within one year of employment.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008