



## Job Posting for Maintenance Worker

<b>Job Title:</b>	Maintenance Worker	<b>Job Category:</b>	Operations
<b>Location:</b>	Scotia, CA	<b>Travel Required:</b>	Yes, Locally
<b>Level/Salary Range:</b>	\$16.83 per hour	<b>Position Type:</b>	Part-time permanent (20 hrs/wk),
<b>HR Contact:</b>	Leslie Marshall, GM	<b>Date Posted:</b>	9/15/2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until filled

### Applications Accepted By:

#### EMAIL:

infoscotiacsd@gmail.com  
 Subject Line: Re: Maintenance Worker Position  
 Applications online at:  
<http://scotiacsd.com/employment/>

#### MAIL:

Scotia Community Services District  
 c/o Leslie Marshall  
 P.O. Box 104  
 Scotia, CA 95565

### Job Description

#### ROLE AND RESPONSIBILITIES

Maintenance Worker position needed for Scotia CSD to assist in facilities maintenance Monday - Friday 8:00am – 12:00pm.

- Maintains District areas so that they are aesthetically pleasing to the Public.
- Performs preventative maintenance and repairs, cleans debris, maintains garbage disposal, and performs vegetation control/maintenance at all District parks and facilities.
- Public Interaction
- See full job description for further details.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or equivalent  
 Possession of a current valid California driver's license, with a satisfactory driving record

#### PREFERRED SKILLS

Landscaping, facilities repair, plumbing, knowledge of landscaping and facilities maintenance tools and equipment. See full job description for further details.

#### ADDITIONAL NOTES

Looking for a trustworthy, independent, self-starter who will be working in Scotia, CA. District is willing to train candidate on District-specific duties. Must be a non-smoker and follow the District's Drug and Alcohol Policy. This is a non-benefitted position.

Reviewed By:	Leslie Marshall, GM	Date:	9/1/2022
Approved By:	Leslie Marshall, GM	Date:	9/1/2022
Last Updated By:	Leslie Marshall, GM	Date/Time:	9/1/2022

# Facility Maintenance Worker

## **Description Summary:**

### DEFINITION

Under the direction and supervision of the Crew Leader/Equipment Operator, the Facility Maintenance Worker performs facilities and grounds maintenance for all District facilities and structures. Assists in the maintenance and repair of District museum, park areas, theater, water system, wastewater system, alleys, carpenter shop, office building, and any other District facilities or structures.

### SUPERVISION

The Facility Maintenance Worker receives direction and is supervised by the Crew Leader/Equipment Operator for all assigned work on any District facilities or structures.

## **Example of Job Duties:**

- Maintains District areas so that they are aesthetically pleasing to the Public.
- Performs preventative maintenance and repairs, cleans debris, maintains garbage disposal, and performs vegetation control/maintenance at all District parks and facilities.
- Cleans and assists with required maintenance on all District facilities and structures.
- Mows and weeds all District ball fields, lawns, parks, and landscaped areas within CSD properties.
- Assists with District Log Pond vegetation removal and maintenance.
- Assists with District water/wastewater facilities maintenance and repairs.
- Cleans and assists with District storm drain maintenance.
- Cleans debris from all District alleys and right of ways.
- Assists with graffiti and dumping abatement.
- Any other duties as assigned by District staff.

## **Knowledge, Skills & Abilities:**

- Ability to follow instructions from supervisors or crew leader.
- Possess high level organizational and time management skills.
- Safe operation of lawn mowers, weed eaters, and chain saws.
- Safe use of hand tools and power tools.
- Perform manual labor and lift 50 pounds.
- Work outside year-round, in dust, heat, pollen, rain and wind.
- Understand and follow oral and written directions.
- Walk/work on uneven or steep ground.
- Effectively use English to communicate in person or writing.
- Recognize and report any safety or unusual issues.
- Follow all District policies and procedures, related to assigned duties.
- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.

## **Requirements:**

- High School Diploma or equivalent

- Possession of a current valid California driver's license, with a satisfactory driving record
- Related job experience preferred
- On-the-job training offered

**Physical Demands/Working Conditions:**

Must possess mobility to work in outdoor conditions; stamina, strength, and mobility to perform light to heavy physical work in and around various District facilities and structures, climb and descend ladders, operate various hand and power tools, hear and communicate in person or on the telephone. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. Ability to bend, climb, crawl, kneel, turn, reach, stoop, and carry, pull/push materials or objects to perform assigned duties at various District facilities and structures. Requires climbing and balancing. Must work indoors and outdoors year-round. Must work in noisy and crowded environments. Must work in and around dust, fumes, and odors. Must be able to work in high places.