

COMMUNITY ENHANCEMENT SPECIALIST

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the removal of blight from City property. Positions allocated to this class are expected to perform skilled and complex maintenance including litter, weed, and debris removal duties and to work with third party contractors.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level personnel. Responsibilities may include providing functional and technical supervision to lower-level maintenance personnel and third-party contractors. Positions assigned to this class are expected to perform the most complex and highly skilled maintenance duties of the division assigned, including highly skilled heavy equipment operation under minimal supervision.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Work to complete required duties for the City's Blight Abatement Team such as removal of graffiti, removal of abandoned camps, litter clean-up, power washing, removal and clean-up of bio-hazards and human waste, removal of fallen leaves and minor landscaping clean-up, as well as assist in the execution and implementation of special events that take place within the City limits.
- Work in cooperation with staff from other City departments.
- Fulfill the tasks assigned to them with attention to detail, speed, and a customer service-oriented attitude.
- Be self-directed in completing tasks and determining the next priority of work.
- Comply with policies and procedures of the Department's Illness and Injury Prevention Program.
- Utilize proper safety precautions and set a positive example for others.
- Perform related duties as assigned.
- Regular, predictable, consistent and timely attendance at City Hall or Police Department is an essential function of the position, in that the employee must be present at work to complete assigned tasks.

OTHER JOB FUNCTIONS

Provide general information to the public, other City departments, and vendors pertaining to area of assignment. Perform preventive maintenance and minor repairs on assigned equipment.

The work environment is located primarily outdoors and consists of completing tasks involving litter, weed, debris and graffiti removal, painting and biohazard abatement. Additional tasks include cleaning of walkways, street gutters, alleyways, and landscape areas. Conditions range from working outside in all types of weather conditions. Some work will involve hazardous and unsanitary conditions. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without regular direct supervision. Must be able to work under stressful conditions.

Meet stand-by program requirements and serve in a stand-by status after regular working hours and respond to emergency call-outs. Assist in the preparation of cost estimates, scheduling of work, and employee evaluations. Requisition of materials and supplies for assigned facilities and projects. Instruct subordinates in proper work techniques, use of equipment and safety practices and requirements. Work cooperatively with others. Drive vehicles and equipment as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of heavy mechanical equipment used in the maintenance of streets, traffic signals, sidewalks, signs and markings, and storm drains. Methods, tools, and materials used in street, storm drains, water and sewer facilities maintenance and repair. Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices. Modern office procedures and computer equipment.

Skill to:

Demonstrate an ability to follow detailed maintenance routes and schedules as established by the Department. Assist maintenance team members with clean-up of homeless encampments. Demonstrate ethical behavior. Thoroughly document all work activity through City-authorized software. Report any unsafe conditions or operational issues to a supervisor and follow OSHA procedures. Provide event and programming assistance as assigned. Maintain assigned uniforms, equipment, tools, shop area and maintenance offices in operable, safe and organized conditions. Repeatedly follow all safety protocols when cleaning and disposing of bio-hazards and other dangerous materials. Perform highly skilled maintenance and repair work in work assigned. Match paint colors after graffiti removal; repaint surfaces professionally. Operate a variety of vehicular and stationary heavy mechanical equipment in a safe and effective manner. Act as lead worker for a small crew of maintenance personnel; assist in the training and supervision of others in the safe operation of equipment; oversee and monitor the work of others. Understand and carry out both oral and written directions in an independent manner. Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner. Maintain written records and reports. Maintain vehicle, facilities and equipment security at all times. Respond in a timely manner to all maintenance service calls within the city limits. Work cooperatively with colleagues, program managers, and stakeholders.

Ability to:

Ability to operate commercial-grade pressure washing equipment and towing trailer. Ability to routinely communicate professionally with property and business owners. Learn and implement

new and existing maintenance work procedures and practice. Operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works operations. Maintain and repair light power equipment. Perform heavy manual labor. Collect and enter data in an electronic format. Interpret and apply policies and procedures. Establish and maintain effective work relationships with those contacted in the performance of required duties.

May have to pass a professional staff law enforcement background, which includes a criminal history check, job-related work history, fingerprinting, polygraph test, credit checks and drugs use history.

Manual physical labor, with or without reasonable accommodation, lifting and moving materials equipment and supplies up to 75 lbs. with assistance

Minimum Education and Experience

Education:

High School Diploma or equivalent.

Experience:

One year of experience performing duties comparable to those of a Maintenance Worker I.

Bilingual: Knowledge of a second language is beneficial.

License and Certificate:

Required upon hire, possession of valid Class C California Driver's License.

Forklift Certification, First Aid and CPR certifications, is required prior to permanent appointment.

Possession of a valid Class B or Class A California Driver's License is a plus.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

COUNCIL ACTION: January 16, 2024