

CITY OF SALINAS

NEIGHBORHOOD SERVICES WORKER

BARGAINING UNIT/CLASS CODE:

SEIU / P11

DEFINITION

Under the direction of the Redevelopment Project Manager coordinate the day-to-day operations of the Jazz-Up Program, including the oversight of youth work crews (“at risk youth”). Provide guidance, assistance, basic painting and minor repair training to the work crews. Leads and works with volunteer self-help neighborhood groups on neighborhood cleanup campaigns. Perform a variety of semi-skilled and skilled tasks in preparation of painting and carpentry jobs on residential and commercial dwellings; maintain and repair painting equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Project Managers. Exercise functional supervision over youth work crews, volunteers and/or neighborhood groups.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Operate and maintain spray painting equipment, power tools, hand tools, water pressure jet cleaner, and related equipment and tools. Organize and implement clean-up campaigns. Work with the residents and businesses to develop a list of volunteers to assist with neighborhood improvement efforts. Oversee youth work crews, community service hours workers and volunteers groups. Plan, organize and schedule work projects. Operate vehicles and equipment. Perform routine preventive maintenance on equipment as assigned. Utilize proper safety precautions related to all work performed. Perform minor carpentry skills related to fence repairs, construction, and minor building repairs. Prepare and paint residential and commercial dwellings. Maintain an inventory of tools, equipment, and related supplies. Perform work in support of neighborhood clean-up activities, such as weed and litter abatement. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical mobility and stamina to stand and walk for long periods of time. Physical agility to push/pull, squat, twist, turn, bend, climb, stoop and reach overhead. Physical strength to shovel dirt and mud, lift up to 50 pounds and occasionally up to 75 pounds. Manual dexterity sufficient to use hand and power tools. Hearing and speaking ability sufficient to converse over the telephone, to detect and describe noises in machinery or to hear running water. Vision sufficient to read fine printed materials on labels, manuals, diagrams, to work with color-coded wires with no color deficiencies, and to drive. Detect odors. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Perform manual labor for periods up to but not limited to 8 hours per day. Work outdoors under adverse conditions in heat, wind, cold and rain. Ability to drive a vehicle and power mower with a manual clutch.

QUALIFICATIONS

Knowledge of:

Uses and purpose of general construction tools and equipment. Safe work practices.

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Ability to:

Perform skilled and semi-skilled tasks in a variety of construction and maintenance activities. Lead and train a small work crew. Establish and maintain cooperative working relationships with others.

Skills to:

Use hand and power tools.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the educational and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade or certified trade training/or apprenticeship program; and one year of experience in performing general maintenance or construction related work.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-97, REV: 2-07