

Maintenance Laborer (3112)  
Task List 2016

**CLEANING AND INSPECTION**

1. Cleans emergency spills of hazardous and/or non-hazardous liquids such as sewer sludge, oil, hydraulic fluids, and water using equipment and tools such as towels, granulated absorbant materials, liquid dams, and sand bags while following industry standard methods such as California Occupational Safety & Health Administration (CAL/OSHA) in order to remove hazards, prevent damage to existing equipment such as sanitation digesters, pumps, motors, and instrumentation, prevent hazardous materials from reaching public storm drains, and to restore premises to non-hazardous and normal conditions in an expedient manner.
2. Cleans building and work premises such as floors, parking areas, and other work sites by sweeping, steam cleaning, polishing, and disinfecting using equipment such as brooms, spades, rakes, and power blowers as well as disinfectants and detergents in order to remove grease, dirt and debris and to keep areas clear of litter.
3. Inspects (visually) conditions of culverts, catch basins, sewers and storm drains based on general criteria such as amount of debris present and odor level, and cleans aforementioned sewage structures if conditions warrant using disinfectants, detergents, and equipment such as power blowers, portable pumps, shovels, rakes, brush cutters, and line trimmers to ensure that sewage structures are in sanitary condition.
4. Inspects and cleans land and water City vehicles (e.g., utility vehicles, forklifts, front loaders, trailer mount compressors, boats, line striping machines) by hand washing vehicles and their equipment (e.g., ladders, tool boxes) using soap and water, visually and manually checking tire pressure using a tire pressure gauge and adding air if necessary using an air hose, inspecting gas, oil, and hydraulic fluid levels by visually inspecting sight glass, visually inspecting propane gas connections on propane-fueled vehicles for leaks, and visually inspecting vehicles for defects such as bad headlights, broken mirrors, loose lugnuts, and broken windshields to keep vehicles in operating condition or to inform tradesmen responsible for performing necessary repairs in order to resolve the aforementioned issues, and creates logs of said inspections using paper and pencil.
5. Cleans and performs routine maintenance (e.g., replacing fittings on hydraulic shores) on equipment such as power blowers, edgers, concrete mixers, air compressors, greese fittings, concrete saws, chainsaws, pumps, hydraulic shores, and portable generators using screwdrivers, wrenches, blowers, cement

mixers, and manual manipulation in order to keep equipment in safe operating condition.

6. Repairs traffic signs that have become worn out over time by performing metal cutting, cornering, degreasing, painting, and silk screening using tools such as band saws and paint brushes in order to restore traffic signs to conditions that clearly convey traffic information to drivers and pedestrians.
7. Handles hazardous waste (e.g., asbestos, waste oil, paint, solvent, laboratory chemicals) using mechanical equipment such as hand carts, forklifts, and drum crushers, labeling waste using paper decals and pens, storing waste in predesignated storage areas organized by type of waste, while wearing personal protective equipment such as respirators, gloves, goggles, protective coveralls, rubber boots, and fire retardant clothing in order to remove adverse risks of hazardous waste to work personnel and/or the public from work premises and to adhere to safety regulations and codes such as CAL/OSHA.
8. Manually empties trash cans located in various locations such as parking lots and offices by lifting, tying, and placing trash bags on vehicle or at a central location for future disposal in order to empty trash receptacles and keep work locations sanitary.

## **PAVEMENT AND CONCRETE CONSTRUCTION**

9. Mixes cement by hand or by operating a small mobile cement mixer, and transports and places concrete using wheel barrows and concrete buggies where directed by journey-level workers such as Carpenters, Underground Distribution Construction Mechanics, and Concrete Finishers to assist in tasks such as road construction, equipment pads, bus pads, and sidewalk, curb and gutter, and asphalt work.
10. Moves temporary trench plates being used to cover trenches and uncompleted jobs, as well as permanent deck plates being used to cover sewage tanks and electrical vaults using physical strength and/or equipment such as forklifts, back hoes, hydraulic cranes, and skid steers while adhering to City standards such as the Green Book in order to cover open trenches and excavations and to ensure the safety of the public and City employees.
11. Manually sets up safety machinery and equipment such as Gas-tech, air blowers, and tripod rescue devices before entering confined spaces by lowering machinery and equipment such as Gas-tech and hand tools (e.g., wrenches) into confined spaces prior to working around construction areas under street surfaces, sidewalks, sewage tanks, digesters, and utility manholes.
12. Performs hardscape construction activities such as breaking concrete slabs, footings, walls, and asphalt pavement using picks, sledgehammers, shovels, and

pneumatic tools (e.g., jack hammers, pavement breakers) to dig, backfill, tamp, and excavate earth, asphalt, underground tunnels, sidewalks, curbs, streets, ditches, trenches and railroads.

13. Patches walls, walkways, parking lot roads, asphalt, and other surface areas using machinery and equipment such as hand floats, trowels, screeds, rake loots, hand taps, vibrate plates, and hand rollers to place and finish cement, asphalt, and similar materials to patched surfaces and make patched surfaces level with the surrounding surface.
14. Installs cribbing, timber shoring, hydraulic shoring, trench boxes, piling, and forms in excavations using manual labor and machinery such as back hoe and hydraulic crane in order to prevent cave-ins.

### **LANDSCAPE CONSTRUCTION AND MAINTENANCE**

15. Performs landscape maintenance duties such as cutting lawns with lawn mowers, string trimmers, and edgers, cutting brush, weeds, tree stumps, and roots using chain saws and stump grinders, and trimming shrubs using hedge trimmers in order to prevent excess plant growth.
16. Manually lays and glues polyvinyl chloride pipes and digging trenches using equipment such as shovels and trenchers and performs other irrigation duties to assist Gardener Caretakers in irrigation installation and repair projects.
17. Distributes plant material such as sod, flowers, and seeds using tools such as shovels, augers, rakes, pruners, and wheelbarrows to various landscape locations to facilitate new plant growth.
18. Manually grades soil and adds soil amendment material such as manure and conducts other soil preparation activities using tools such as rototillers and rakes in order to ensure that soil is optimal for planting projects.
19. Manually sprays state-approved chemical agents such as pesticides, herbicides, and insecticides on weeds and other unwanted plant growth using a liquid spray dispenser or compressor to prevent weed growth, to fulfill mosquito abatement protocol, and creates records of sprayed chemical agents using paper and pencil for documentation purposes.

### **TRANSPORTATION OF MATERIALS AND PERSONNEL**

20. Manually transports materials (e.g., water containers, recyclables, lumber, poly vinyl chloride conduit, sacks of concrete, fertilizer, cans of paint, thermoplastic sacks, metal pipes), furniture (e.g., tables, chairs), and equipment (e.g., computers, pneumatic hand tools, concrete mixers, empty propane tanks, carts, wheel barrows) to predesignated locations using dollies, trucks, and forklifts for

various transportation purposes such as efficiently storing materials and equipment or to physically assist journey-level trades to semi-skilled craftworkers such as Warehouse Workers, Toolroom Workers, Underground Distribution Construction Mechanics, Painters, Electricians, Heavy Equipment Operators, Carpenters, and Plumbers in transporting materials, furniture, and equipment.

21. Operates trucks such as dump trucks, and other vehicles such as, stake beds, utility trucks, and utility bed trucks in order to transport fellow employees and site visitors, offer a quicker and more convenient method of transportation for the aforementioned personnel to their target locations, and to deliver or pick up parts and materials such as conduit, cable, and signal heads.
22. Drives City vehicle to work sites such as parking lots, roadways, construction areas, and Harbor to perform job functions.

## **TRAFFIC CONTROL**

23. Physically places traffic control indicators such as traffic cones, arrow boards, traffic markers, flashers, signs and other safety devices in predesignated locations on the road using manual labor and equipment such as vertical mast lifts in order to facilitate effective traffic flow and secure work areas from vehicular and pedestrian traffic.
24. Installs electronic traffic counters in public roadways using physical strength and equipment such as chains and locks to measure speed and classify (e.g., passenger car, bus, bicycle) traffic flow.
25. Performs traffic control duties as flagman using hand signs (e.g., stop, slow) and traffic control flags to control vehicular traffic and to allow other workers such as Carpenters, Gardeners, Underground Distribution Construction Mechanics, and Electricians to perform their duties in a safe and unobstructed manner.
26. Sets up barricades such as sandbags and K-rails around construction areas manually and uses machinery such as dump trucks and back hoes to reroute traffic and to prevent debris from entering construction areas.

## **OTHER JOB TASKS**

27. Assists with salvage operations by sorting, transporting, documenting, grading, stripping, and dismantling salvaged materials such as old wood and broken concrete using equipment and tools such as wrecking bars, hammers, forklifts.
28. Serves as a spotter while Equipment Operators are engaging in potentially hazardous duties such as digging back holes by verbally provides information on potential hazards in order to guide Equipment operators and prevent injuries.

29. Installs and repairs chain-link fencing around work premises using tools such as augers, clippers, pliers, and pullers to protect work premises from unauthorized trespassers and to restore fencing to operable condition.
30. Sets up equipment and furniture such as tables and chairs manually for departmental special events in order to have venue ready for events.
31. Removes homeless encampments by disposing clothing, trash, and other waste using equipment such as front loaders and skidsters in order to assist the Los Angeles Police Department in clearing private and public areas.
32. Explains (verbally) departmental policies and procedures to members of the public in-person when asked by members of the public to inform them of the purpose of job tasks being performed.
33. Reads hardcopy and electronic road maps (e.g., Google Maps) in order to identify the location of work assignments and to plan out routes that allow for the most efficient travel to work sites.
34. Reads and sends emails from and to the supervisor in order to determine assignments for the day.