



## **JOB OPPORTUNITY MAINTENANCE WORKER**

**\$23.84/hr. - \$32.19/hr.**

**Full-time with excellent benefits**

The Big Bear Area Regional Wastewater Agency is currently seeking a qualified individual for a Maintenance Worker position. Under direct supervision, employee performs duties in inspection, maintenance, cleaning, and repair of Agency facilities, equipment, and vehicles. Employee interprets information conveyed orally and in writing, communicates information orally and in writing; learns and observes proper safety precautions, rules and regulations; routinely operates power tools, equipment, and motor vehicles while performing assigned duties, and office equipment including a computer. Employee performs related work and tasks as required and other duties as assigned.

The requirements listed below are representative of the knowledge, skills, and or ability required. The employee must possess knowledge of safety concepts and procedures; the ability to establish and maintain cooperative working relationships; work independently and on project teams, communicate effectively both orally and in writing. Employee must have a basic understanding of elementary mechanical, plumbing, and electrical principles, familiarity with common hand and power tools and janitorial, landscape/groundskeeping and snow removal equipment, office procedures, and computers. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job duties.

Must possess a high school diploma or equivalent. Must possess a valid Class C California driver's license, possess and maintain a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECK  
ARE REQUIRED. IF ASSIGNED TO SAFETY-SENSITIVE JOB DUTIES, A DRUG  
AND ALCOHOL SCREEN MAY BE REQUIRED.**

Application and complete job description may be viewed and downloaded from the Agency website: [www.bbarwa.org/job-opportunities/](http://www.bbarwa.org/job-opportunities/) or call Human Resources at (909) 584-4523.

### **APPLICATION DEADLINE**

**Signed application on Agency form must be received by 3:00p.m. on Friday, January 30, 2026**

**Agency Administration Office: 121 Palomino Drive, Big Bear City, CA**

**by email to: [skawa@bbarwa.org](mailto:skawa@bbarwa.org)**

**by mail to : Big Bear Area Regional Wastewater Agency**

**P.O. Box 517**

**Big Bear City, CA 92314-0517**



## **MAINTENANCE WORKER**

### **DEFINITION**

To perform a variety of tasks in the routine maintenance, repair, and cleaning of the Agency vehicles, grounds, and facilities; perform minor repairs; keep vehicles, buildings, and grounds in clean and orderly condition.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position classification. The Maintenance Worker duties are maintenance/janitorial in nature, involving semi-skilled and unskilled tasks.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives direction from the Plant Manager.

### **EXAMPLES OF ESSENTIAL DUTIES** – *Duties may include, but are not limited to, the following:*

Perform routine maintenance and minor repairs of the administration building, Operations and Control (OAC) building, and grounds. Ensure that facilities are kept in a neat, clean, and sanitary condition.

Operate power and hand tools including blowers, trimmers, power washers.

Operate agency vehicles and equipment such as snowblower.

Inspect facilities and grounds on a daily basis; report any failures or operating difficulties; perform needed work and attend to any requests for repairs or maintenance; initiate work orders, if necessary; identify, correct, and/or report any safety hazards.

Perform routine painting, carpentry, plumbing, electrical/lighting and other related maintenance and minor repair activities. May work in elevated areas using ladders.

Perform housekeeping and janitorial duties of administration and OAC buildings. Sweep, mop, dust, and vacuum office areas, hallways, restrooms, and showers. Empty waste baskets and trash cans. Collect and deposit recycle paper and cardboard in bin.

Monitor inventory of janitorial supplies and submit orders for purchase to accounting.

Perform deep cleaning of administration and OAC buildings as needed: cleaning of floor tile and grout, showers, carpet cleaning, and window washing.

Maintain agency vehicles; perform routine maintenance including washing and minor parts replacement. Transport vehicles and trailers to auto facilities for service, repairs, and tires.

Transport tools, equipment, and materials throughout the facilities as needed.

Job Description  
Maintenance Worker

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Perform landscape maintenance; operate and maintain irrigation system and schedules; perform irrigation system repairs; fertilize, prune, cultivate, and weed shrubbery and trees; rake or blow leaves and keep grounds free from debris. Maintain and repair fencing as needed.

Perform weed abatement at agency properties, including pump stations.

Keep sidewalks and entries clear of snow and ice by snow blowing and shoveling and applying ice melt.

Build and maintain positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service.

May be required to work a flexible schedule or overtime to accomplish tasks affected by weather or staffing conditions, for example snow-clearing before office hours or cleaning of offices office when vacant.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Elementary mechanical, plumbing, and electrical and carpentry principles.

Hand and power tools and equipment commonly used in building and landscape maintenance.

Irrigation system components and operation.

Snow removal equipment.

Basic office procedures, computers, technology.

Safety concepts and procedures.

Ability to:

Solve practical problems.

Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.

Understand instructions in oral, written, diagram, or schedule form.

Respond to questions from supervisors, customers, and the general public.

Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, agency rules and regulations, policies, and procedures.

Establish and maintain cooperative working relationships.

Work independently and on project teams.

Communicate effectively both orally and in writing.

Intermittently pull, push, carry or lift material, equipment, or parts weighing up to 50 pounds depending on assignment and have sufficient stamina to walk six to eight miles per shift; must be able to stoop, kneel, crouch, crawl, step, or climb; regularly stand, sit, use hands to finger, handle or

feel, and arms to reach, and to talk and hear; see with close, distance, and peripheral vision, depth perception and ability to adjust focus.

### **EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying.

#### Education:

High school diploma and or equivalent.

#### License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700<sup>+</sup> feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times. At times there are noticeable offensive odors.

**THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.**

**Big Bear Area Regional Wastewater Agency**  
**P.O. Box 517, 121 Palomino Drive**  
**Big Bear City, CA 92314-0517**  
**Phone (909) 584-4018 ♦ Fax (909) 585-4340**

**PHYSICAL DESCRIPTION OF JOB DUTIES**

<b>JOB POSITION: Maintenance Worker</b>	
Hours Worked Daily: <u>  8  </u>	Hours Worked Weekly: <u>  40  </u>

**1. Frequency of activity required of the employee to perform the job:**

ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting		X		
Walking			X	
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use:				
Is repetitive use of hand required?		X		
Simple Grasping (right hand)		X		
Simple Grasping (left hand)		X		
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)		X		
Fine Manipulation (left hand)		X		
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

**2. Daily lifting and carrying requirements of the job (Height object is lifted from floor, table, or overhead location and distance the object is carried.)**

	LIFTING					CARRYING				
	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Height	Never 0hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Distance
0-10 lbs.			X		6 ft			X		500 ft
11-25 lbs.			X		6 ft			X		50 ft
26-50 lbs.			X		6 ft			X		20 ft
51-75 lbs.		with help			3 ft		with help			20 ft
76-100 lbs.		with help			3 ft		with help			20 ft
100+ lbs.		with help			3 ft		with help			20 ft

Heaviest item required to carry independently and the distance to be carried:   50 lbs for 20 feet  .

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**JOB POSITION: Maintenance Worker**

**3. Other job requirements:**

	<u>YES</u>	<u>NO</u>	<u>(IF YES, BRIEF DESCRIPTION)</u>
Driving cars, truck, forklifts and other equipment?	X		Forklifts, tractors, loaders, trucks.
Working around equipment and machinery? generators.	X		Pumps, motors, gear boxes,
Walking on uneven ground? facilities.	X		Regularly at treatment plant
<u>Exposure to excessive noise?</u> <u>facilities.</u>	X		<u>Regularly at treatment plant</u>
Exposure to extremes in temperature, humidity or wetness?	X		Frequently during winter months.
Exposure to dust, gas, fumes or chemicals?	X		Drying beds, chemicals.
Working at heights?	X		Catwalks, occasionally
Operation of foot controls or repetitive foot movement?	X		Tractors
Use of special visual or auditory protective equipment?	X		Ear muffs, plugs and goggles.
Working with bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.?	X		Sewage

EMPLOYER COMMENTS, IF ANY:

EMPLOYER CONTACT NAME: Sonja Kawa	EMPLOYER CONTACT TITLE: Human Resources Coordinator
EMPLOYER REPRESENTATIVE SIGNATURE:	DATE:  01/05/2026