



MAINTENANCE WORKER ASSISTANT

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general supervision, this position is responsible to perform a variety of unskilled general maintenance and repair duties in a public works system including parks, facilities, roads, water, sanitation and landscape areas. Job duties will vary based on position assigned.

Classification Characteristics:

This is an entry-level, part-time position. This class is distinguished from the Maintenance Worker I by the performance of routine maintenance tasks and a greater level of instruction and supervision. This position receives immediate supervision from supervisory staff and may receive functional supervision from a higher level Maintenance Worker.

Essential Functions:

- Perform unskilled labor in the maintenance and repair of public works facilities including City facilities and buildings, sewer systems, water systems, streets, sidewalks, signs, parks, landscape areas, tree trimming and planting, graffiti removal and abatement of nuisances in the public right-of-way as assigned.
- Open and close City parks; perform routine maintenance duties and ensure facilities are secure upon closing.
- Assist in the operation, set-up and breakdown of special events.
- Collect and remove refuse, debris and empty trash receptacles.
- Maintain interior of City buildings in sanitary condition; clean and disinfect restrooms, drinking fountains and fixtures; ensure sanitary standards are met.
- Assist with the removal of graffiti from City buildings and structures.
- Assist in servicing and washing vehicles.
- Load and unload equipment and material on work trucks.
- Move furniture or other heavy objects on request or for set-up of City functions.
- Maintain accurate logs and basic written records of work performed or incidents encountered.
- Interact with co-workers at all levels of the City, other agencies and the public in a collaborative and customer service-oriented manner.
- Work in a safe manner and follow safety rules.

Qualifications:

Knowledge of:

- General maintenance duties.
- Uses, operation and general maintenance of a variety of hand and power tools, vehicles and light power equipment.
- Safe work practices.
- City and mandated safety rules, regulations and protocols.
- Safe driving rules, practices and traffic laws.

- Applicable Federal, State and local laws, codes and regulations, including administrative policies and procedures.

Ability to:

- Operate basic hand tools, equipment and power tools.
- Recognize unusual, inefficient or dangerous operating conditions and recommend appropriate correction.
- Understand and follow written and oral instructions.
- Work day, evening, weekend and holiday shifts as required.
- Communicate clearly and concisely, both orally and in writing.
- Respond to inquiries and requests in a courteous manner.
- Travel to different sites and locations.
- Operate a computer terminal.
- Accurately read and record data from gauges, meters and computer systems.
- Maintain logs and records of work performed; prepare appropriate reports and documentation.
- Follow proper safety rules and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

License:

- Possession of a California Class C Driver's.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

One year of experience in maintenance, repair, and general labor and related experience that demonstrates knowledge of common tools, equipment, and methods used in maintenance and construction.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. High School graduate or equivalent preferred.

Working Conditions:

Work primarily in a field environment with exposure to dust, noise, noxious odors and gasses and in inclement weather. May have exposure to heat, chemicals, and electrical equipment. Position requires the ability to stand and sit for extended periods; walk, climb up and down ladders and stairs, stoop, squat, kneel, bend, lean, turn, twist, reach, grasp, push and pull on even and uneven surfaces. Lift and carry objects weighing up to 75 pounds. Work in confined areas. Near and far vision required for performing duties and completing reports. Drive motorized vehicles and work around moving traffic.