



**MARCH 2016**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE ASSISTANT**

### **DEFINITION**

Under direct supervision, assists in the performance of a variety of entry-level and unskilled maintenance and repair duties in assigned maintenance operations, which may include parks, landscape and lighting, facilities, service center, traffic signals and street/drainage; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the first-level in the field maintenance class series in the City's Public Works Department. Incumbents work under the immediate direction of an employee in a higher-level field maintenance class performing routine activities such as gathering equipment and supplies, general laboring work and cleaning up work sites and equipment.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*The work assignments of different positions may be modified or changed. Reasonable accommodations may be made so that qualified employees can perform the essential functions of the job.*

- Performs preparatory work for maintenance activities, including gathering equipment, materials and supplies, loading and unloading materials, and laying out materials and equipment for projects.
- Performs a variety of routine physical labor tasks, depending upon area of assignment, including posting general notices, pulling weeds, picking up litter, raking leaves and debris, planting, painting curbs, replacing light bulbs, emptying trash bins and performing minor custodial work.
- Performs cleanup at the end of the day or when the job is completed, including picking up tools, spills, and debris, cleaning work areas and performing touch-up work as needed.
- Sets up facilities for meetings and events; opens and provides information regarding facilities for users.
- May operate a vehicle for pickup and delivery duties.
- May perform office assistance duties such as answering telephones, receiving deliveries and stocking supplies.
- Performs other duties of a similar nature or level.

### **QUALIFICATIONS**

**Knowledge of:**

- Basic preventive maintenance techniques.
- Safe working practices and procedures.
- Basic mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and basic software.
- Principles and procedures of record-keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Use hand and power tools.
- Work independently or in a team situation.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Completion of coursework equivalent to the eighth grade; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as noted above.

**Licenses and Certifications:**

- Work permit is required under the age of 18 years.
- Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must be 18 years of age for positions requiring driving a vehicle.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must

possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.