



# CITY OF FONTANA

## MAINTENANCE ASSISTANT

**\$11.00/hr.**

**This is a temporary, at-will, seasonal position without benefits**

**DEFINITION:** Under immediate supervision, perform a variety of maintenance and construction duties in the City's Public Works Department, including streets, sewer, asphalt, parks, trees, fleet or facilities maintenance, repair or reconstruction work. Recruitment will be used to fill multiple vacancies within various divisions of the Public Works Department. **Work schedule will not exceed 28 hours per week.**

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Perform heavy manual labor in a variety of construction and maintenance work.
- Perform general building repair, i.e., carpentry and plumbing.
- Install street barricades and cones, conduct traffic control, and install signs and legends.
- Perform asphalt removal, patching, shovel/rake/assist in asphalt installation.
- Remove concrete; grade area, construct forms; pour/assist in concrete and masonry finishing.
- Clean debris from storm drains, catch basins, sewers, streets, parking lots and walkways.
- Dig trenches; maintain drains, sewer laterals, mains, lift stations and manholes.
- Remove weeds, grass and debris; use power trimmers, cut and remove roots.
- Water, mow, trim, edge, and fertilize turf; spray herbicides; plant/weed landscaped areas.
- Prepare and maintain City sports fields; repair fencing and facilities.
- Trim and prune bushes, trees, shrubs; stake trees; remove litter.
- Collect and remove refuse and debris; perform janitorial work.
- Paint sports and park facilities, buildings, equipment and piping.
- Change tires, assist mechanics in servicing vehicles and equipment; clean shop areas.
- Operate maintenance power tools/saws/mowers/trimmers/paint sprayers and hand tools.
- Establish and maintain cooperative working relationships.
- Communicate clearly and concisely, both orally and in writing; keep accurate records.
- Perform any other tasks or functions deemed necessary to the daily or emergency operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking on uneven or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, and squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Incumbents work in all weather conditions, use cleaning and lubricating chemicals, which may expose them to fumes, dust and air contaminants, drive motorized vehicles, heavy equipment and work around moving traffic and often works with constant interruptions. Incumbents are also required to climb ladders, use power and noise producing tools and equipment. Positions require near and far vision when inspecting work. Incumbents may be required to lift, carry and or pull/ push objects weighing 80 pounds or more.

**EXPERIENCE AND TRAINING GUIDELINES:** The employee must have the knowledge of methods, techniques and tools and the operational characteristics of maintenance equipment used in the construction and maintenance of field maintenance.

**EXPERIENCE:** Formal or informal education/training which ensures the ability to read and write at a level necessary for successful job performance.

**LICENSES:** Must possess at the time of hire and continuously throughout, a valid California Class "C" Driver's License.

**APPLY:** Applications available online at [www.fontana.org/jobs](http://www.fontana.org/jobs) or in person at the Human Resources office. Resumes will not be accepted in lieu of a City application packet. Facsimiles or postmarks not accepted. All applicants will be notified of the selection process via e-mail.

**CLOSING DATE: OPEN UNTIL FILLED**