

### **MAINTENANCE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under direction, performs manual unskilled and semi-skilled duties in the maintenance, repair, and minor construction of City buildings and facilities, parks, park equipment and facilities, streets, right-of-ways, sewers, other public works and related projects. May perform very basic maintenance on related equipment and vehicles to ensure proper levels of fluids and air as needed. Work also involves the operation of power tools and light to medium duty automotive and related equipment as needed to perform regular assignments or on a relief or seasonal basis. Work is performed according to specific oral or written instructions of assigned supervisor who inspects work while in progress, and upon completion; and performs other related work as assigned.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs work in areas of carpentry, plumbing, painting, electrical, landscape maintenance, concrete, masonry, and other similar maintenance and repair trades; assists in the installation, repair, removal of concrete curbs, gutters, and sidewalks; digs out broken spots in street surfaces; rakes and hand rolls asphalt, and fills joints and cracks; assists in the cleaning, maintenance, and repair of sewer lines and related facilities; assists in maintaining, servicing, and repairing sanitation pumping station equipment as required; assists in the painting of crosswalks and messages on streets, and the installation and maintenance of traffic and street signs; assists in preparing streets for striping; performs a variety of grounds maintenance work; plants, waters, sprays and trims streets, shrubbery and flowers; mows grass, assists in the installation, maintenance, and repair of sprinkling systems; operates and provides very basic maintenance on equipment and vehicles to check fluid levels and air pressure, as a necessary adjunct to performance of regular assignments or on a relief or seasonal basis, power tools and light to medium duty automotive and related equipment such as cement saws, jack hammers, small street rollers, rodding machines, electric snakes, spray paint guns, small street striping machines, chain saws, power mowers and edgers, trucks and tractors; maintains and performs minor repairs one; .

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- Standard tools, methods, practices and materials of the several trades involved in the different operations of work assignments.
- Hazards and safety precautions of the job.

**Ability to:**

- Acquire some skill in the use of standard equipment and hand tools used in the area of assignment.
- Perform manual labor for extended periods and under unfavorable weather conditions.
- Understand and follow verbal and written instructions.

**Experience and Training Guidelines**

**Experience:** Experience in several of the different maintenance and repair trades is desirable.

**Training:** Graduation from high school.

**License:** A current, valid, California driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading schematics and plans.