



MAINTENANCE ASSISTANT

This is a part-time, at-will, non-benefited position. Hours are limited to less than 1,000 hours per year.

DEFINITION

Perform unskilled/semi-skilled labor and maintenance work.

SUPERVISION RECEIVED

Receive supervision from higher level staff.

ESSENTIAL AND IMPORTANT DUTIES

- Perform a variety of unskilled/semi-skilled maintenance or custodial duties involving manual labor of facilities, parks, storm drains, streets, etc.
- Clean and inspect facilities for vandalism or potential hazards.
- Sanitize surfaces, repair minor plumbing problems, diagnose basic sewer issues, replace components on fixtures.
- Maintain area(s) as assigned including parks and public buildings, performing basic repairs, inspections and landscaping.
- Load and unload supplies and materials.
- Assist with various areas of public works such as minor asphalt repairs, brush removal, facility repairs, stewardship of protected species, etc.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training

High School Diploma or equivalent.

Experience

Experience performing labor or maintenance work is highly desirable.

License

Possession and maintenance of a valid Class C California driver's license is required at time of appointment.

Additional Requirements

Must be a minimum of 18 years of age at time of appointment.

Knowledge of

- Safe work practices.
- Tools, materials and equipment used in general labor and maintenance work.



Skill/Ability to

- Understand and follow oral and written directions.
- Perform manual labor and custodial duties of a routine nature in assigned area.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Bend, stoop, lift, work in confined spaces and operate compressors and pneumatic tools.
- Work independently, and work as a member of a crew.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Work holidays, weekends and evenings as needed.
- Work in a safe manner following industry best practices and the City's safety practices and procedures.

Adopted Date: 01/2019

Status: Non-Exempt, Part-time, Hourly

Bargaining Unit: Unrepresented

Revised Date: 12/14/2020

Former Titles: Maintenance Aide

Abolished:

Resolutions: