

MAINTENANCE ASSISTANT
PART TIME, TEMPORARY

DEFINITION

To perform a variety of unskilled and semi-skilled duties related to maintenance of city streets and equipment.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Clean up debris from parking lots, walkways, ditches, alleys and streets; perform work in emergency situations as required.

Inspect and clear obstructions from storm drains.

Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.

Assist in replacement of traffic signs and traffic control markings.

Perform inspections, preventive maintenance and light repair on a variety of City equipment; identify and report significant repair and maintenance problems.

Prepare and update records and files of preventive maintenance and other repair/maintenance work; prepare necessary forms and reports.

Assist in general maintenance and cleaning of tools and equipment and shop areas.

Note and correct safety hazards; refer difficult problems/hazards for more advanced attention and recommend possible solutions.

Operate small vehicles and equipment.

Handle materials and supplies.

Learn to operate a computer as necessary to perform job duties, including diagnostic tasks.

Keep computer and manual records such as work orders, work performed, and supplies/parts purchased; prepare required reports.

Utilize proper safety precautions related to all work performed.

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Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic maintenance practices and procedures are desirable but not mandatory.

Principles and practices of safety management.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Ability to:

On a continuous basis, walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and perform maintenance and/or construction activities; perform heavy manual labor; operate a variety of hand and power tools used in maintenance activities; know and understand maintenance operations, observe safety rules.

Intermittently, analyze equipment problems; identify safety hazards; remember and locate equipment and tools; may interpret and explain work orders; sit while completing work papers; travel from job-site to job-site sitting in assigned vehicle or on equipment; lift or carry equipment weighing 50 pounds or less.

Learn to perform semi-skilled tasks in a variety of maintenance activities.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Learn to identify problems; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Training

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

Experience:

No experience is required. Some experience in streets maintenance installation and repair or equipment maintenance is highly desirable.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a valid California drivers license.

Necessary Special Requirement

Must be 18 years of age or older prior to appointment due to hazards of the job as defined by the Fair Labor Standard Act.

10/08/11 Maintenance Assistant