Office of Human Resources

Maintenance Assistant – CJ2553

General Statement of Duties
Performs semi-skilled work assisting in maintaining public facilities, equipment and irrigation systems.

Distinguishing Characteristics
The Maintenance Assistant performs semi-skilled work, and the Maintenance Technician performs standard performance, semi-skilled trades work. The Senior Utility Worker performs unskilled and/or semi-skilled work assisting in maintaining public grounds, buildings, and facilities, and providing assistance with traffic control, construction and repair activities, and maintaining city street and roadways.

Guidelines, Difficulty and Decision-Making Level
Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received & Quality Review
Under close supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose
Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised
None

Essential Duties
Assists maintenance technician and skilled trades workers in the preventive maintenance/servicing and repair of machinery, mechanical equipment or irrigation controls and systems; adjusts functional parts of mechanical devices as necessary.

Observes all common safety practices associated with small engine, ground equipment, hand and power tool equipment operations.

Cleans, organizes, secures, and cares for basic tools and equipment.

Operates light weight equipment powered by small engines for snow removal maintenance or mowing or plowing, clean up and minor construction projects.
Performs minor repairs on equipment and minor vehicle maintenance, including grounds equipment, motor pool vehicles and machinery; may include seasonal equipment changes for snow removal.

By assignment, performs pre-trip inspections of equipment for such things as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights, and washes and fuel motor pool vehicles.

By assignment, assists in ordering equipment and materials such as tools, light bulbs, and shop supplies.

By assignment, cleans and re-supplies work areas and various sites, and assembles, moves, removes, and relocates furniture, furnishings, equipment as directed; power washes equipment and public facilities.

By assignment, patches asphalt and paved areas.

By assignment, performs computer work.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.

**Knowledge & Skills**

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Knowledge of cleaning methods, materials, tools and equipment sufficient to be able to effectively clean city facilities.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in operating, maintaining irrigation controls and systems and repairing equipment and machinery.

Skill in operating hand and power tools and ground equipment common to several maintenance and repair trades.

Skill in maintaining equipment and work area.

Skill in performing pre-trip inspections to ensure equipment is functional.

Skill in the use of computers for data entry and retrieval.
Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

One (1) year of unskilled labor or maintenance work experience.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Noise: sufficient noise to cause distraction or possible hearing loss.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Potential exposure to extremes of heat and cold in all weather conditions.
Potential exposure to hazards from electro/mechanical/power equipment.
Potential exposure to hazardous chemicals, fluids, solvents, or cleaning compounds.
Potential exposure to pesticides or fertilizers.
Subject to burns and cuts.
Subject to injury from moving parts of equipment or vehicles.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one’s feet in an upright position.
Walking: moving about on foot.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

**Background Check Requirement**

Criminal Check
Employment Verification
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

Pay Grade: J-610
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 6/11/2019
Revised By: Ryland Feno
Class History:
6/11/19 - Updated working environment verbiage.