



Job Code: 0450
FLSA: NE
Unit: PCEA
Revised:

MAINTENANCE ASSISTANT

DEFINITION

Under supervision performs a variety of duties, primarily of a physical nature, associated with the operation and maintenance of the City's water system, storm drain system, sanitary system, streets and facilities. May also perform work in other areas of City maintenance. Maintenance Assistants may be required to work weekends and are subject to emergency call out.

SUPERVISION RECEIVED/EXERCISED

Receives direct supervision from a Lead Utilities System Operator, Lead Street Maintenance Worker, or Lead Building Maintenance Worker. May receive direction from an experienced Operator I or II, or an experienced Building Maintenance Worker I or II. Exercises no supervisory duties.

TYPICAL DUTIES

1. Drives trucks and tractors.
2. Operates powered hand tools with associated duties.
3. Digs and backfills holes and trenches.
4. Cleans water, sewer and storm drain equipment and facilities, may include working in and around sewage.
5. Assists more experienced personnel in blowing off water lines and turning valves, operating pumps and machinery.
6. Cleans and paints equipment and stations, also maintains grounds around stations including mowing grass, weeding etc.
7. Assists in water and sewer pipe maintenance and repair by moving and laying pipe, securing tools and cleanup of equipment.
8. May be required to perform custodial duties and general clean up at city facilities.
9. Perform minor building maintenance including plumbing, HVAC, lighting, etc.
10. Perform duties in street maintenance to include: preparing sections for resurfacing, applying surfacing materials, leveling and rolling.
11. Assists in maintaining curbs, gutters and sidewalks.
12. Assists in the removal and installation of traffic signs.

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13. Picks up leaves and debris using hand tools or a leaf loader.
14. Performs clean up duties on all varieties of city equipment.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Ability to:

1. Understand written and oral instructions
2. Perform physical labor
3. Follow accepted safety procedures.

Education and Experience:

Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to do this may be:

Completion of 10th grade, with a high school education.

License:

1. Possession of a valid California driver's license.
2. Ability to obtain a Class A license within one year from date of hire.