



MAINTENANCE ASSISTANT

DEFINITION

Under direct supervision, performs cleaning and general custodial duties to maintain City buildings and facilities; assists with the maintenance and repair of City streets, parks, and landscape; supports the capture and control of stray animals and wildlife; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned management or supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This entry level classification is responsible for performing the full scope of custodial duties and general maintenance of City buildings and facilities. Incumbents also provide support in an assistive manner to semi-skilled workers in the maintenance, repair, and construction of City streets, sidewalks, parks, trees, landscape, equipment, and facilities as well as providing assistance to the City's animal control functions and activities. This class is distinguished from Maintenance Worker in that the latter performs the full scope of semi-skilled journey level public works maintenance duties assigned to the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Cleans and sanitizes restrooms, hallways, lobbies, offices or other spaces, drinking fountains, sinks, and fixtures using appropriate cleaning supplies and disinfectants.
- Cleans floors by vacuuming, sweeping, mopping, dusting, and polishing furniture.
- Replenishes cleaning agents and disinfectants at workstations, and maintains adequate supplies to complete assigned tasks.
- Assist in performing general maintenance of City facilities, buildings, grounds, roads, and fixtures.
- Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority.
- Cleans and disinfects restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows; unclogs drains and toilets; empties and takes out garbage.
- Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.
- Empties, cleans and lines waste and recycling receptacles.
- Removes litter and/or debris; dusts and cleans air vents.
- Washes windows, cleans ceilings, walls, blinds, and light fixtures.
- Assists groups using facilities as requested; may explain or enforce facility rules.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Operates, a variety of vehicles, hand and power tools and equipment related to work assignments, as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Moves and arranges furniture and equipment; prepares facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
- Maintains accurate records of all work performed.
- Assists with the City's animal control activities including assisting in the capture and containment of stray domestic animals, scanning for microchip and connecting animals with owners, as possible, including posting photos and descriptions on-line; may transport to available animal shelters and/or temporarily house in public facilities, as necessary; may contact and coordinate services for certified trap and release professionals to ensure humane relocation of un domesticated wildlife.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work, and basic and preventative building maintenance.
- Proper methods for safe usage, storage, handling, application and disposal of cleaning solvents, disinfectants, solutions and chemicals.
- Use, cleaning and minor maintenance of hand and power tools and equipment used in custodial work.
- Basic facility maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language at a level necessary to successfully perform assigned duties and responsibilities.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

Ability to:

- Clean and care for assigned facilities in a safe and efficient manner.
- Use and operate a variety of custodial equipment, such as high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, and broom.
- Clean and care for assigned areas and equipment.
- Learn to perform, and assist in performing, basic and preventative general public works and facilities maintenance and repair duties.
- Learn to use, use, and safely operate a variety of hand and power tools and equipment.
- Maintain tools and equipment in a clean working condition providing for proper safety.
- Maintain basic records.
- Follow department policies and procedures related to assigned duties.
- Understand and follow written and oral directions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education level sufficient to provide the necessary reading, writing, and arithmetic skills to successfully perform assigned duties and six (6) months experience performing general custodial, janitorial and/or building maintenance services.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

PHYSICAL DEMANDS

Must possess the mobility to work in the field, requiring frequent walking in operational areas to clean, identify and correct problems or hazards; strength, stamina, and mobility to perform medium to heavy physical work, assist in and capture stray domestic animals, climb and descend ladders; sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; climb and descend ladders, and to operate varied hand and power tools, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous cleaning supplies, substances and fumes, dust and air contaminants, stray animals and undomesticated wildlife. Employees may interact with upset staff and/or public and private representatives during the performance of assigned duties.