

MAINTENANCE AIDE

DEFINITION

To perform routine and repetitive maintenance manual tasks in the areas of building, grounds, streets, parks, and various City facilities; perform related work as assigned.

SUPERVISION RECEIVED

Close supervision is received from a full time staff member of the Public Works Maintenance Division.

DISTINGUISHING CHARACTERISTICS

The Maintenance Aide is assigned in a variety of routine medium to heavy laboring tasks related to the maintenance of building, grounds, street, parks, and various City facilities. This position differs from the Maintenance Worker series with incumbents who perform work requiring greater job skills with less supervision.

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

Essential

Perform routine unskilled, heavy manual laboring work in street maintenance such as cleaning gutters, drains, ditches, catch basins, creeks, and culverts.

Assist in repairing street surfaces by spreading, raking, or shoveling asphalt or other materials.

Perform grounds maintenance such as picking up rubbish, raking leaves, mowing and watering lawns, and pulling weeds.

Load and unload materials, supplies, and equipment.

Drive a City vehicle and operate basic power tools.

Assist in building and facilities maintenance tasks such cleaning debris, litter, trash, and other janitorial duties.

Maintain safe conditions of equipment and power tools and report need for repairs.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic safe work and efficient practices; basic operation of normally used

equipment and power tools; basic labor and maintenance work.

Ability to:

Understand and follow oral and written instructions; maintain discipline and enforce rules and procedures; perform all physical aspects of assigned duties including but not limited to lifting, reaching, carrying, kneeling, stooping, crawling, squatting, climbing, balancing, pulling, and pushing; deal tactfully with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six months of performing heavy manual labor and use of basic power tools.

Education:

Equivalent to completion of the twelfth grade.

REQUIRED LICENSE:

Must possess and maintain a valid California Driver's license.