

**City of Grass Valley
JOB DESCRIPTION**



Maintenance Assistant

Department: Public Works Department

FLSA Status: Non-Exempt

Reports To: Public Works Management/MW III

Unit: 2 /Classified Full-Time Position

Adopted: December 29, 2008

SUMMARY OF JOB PURPOSE

The purpose of this classification is to perform work of a manual nature, which does not require a high degree of manipulative skill or an acquired skill from previous experience in order to do an effective job. Work is generally performed under the direction of a senior level employee(s), some work assigned may be routine and repetitive in nature and once learned such tasks can be carried on without difficulty under general or minimal supervision.

SUPERVISION RECEIVED AND EXERCISED

Under the authority of the Public Works Director/City Engineer, and/or the Assistant Public Works Director, Operations, supervision is provided by Public Works Management Staff and/or a Maintenance Worker II or III as a project lead. The incumbent exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS (include but not limited to listed tasks)

1. Assists with a variety of routine building/facility maintenance and custodial tasks, including cleaning of walls, floors, windows, and restrooms. Sweeping, sanding, painting, weed control and general plant housekeeping duties; cleans up spills and unsanitary matter when required;
2. Assists with the maintenance of City storm drain systems, streets, curbs, gutters, and sidewalks; assists with repair and replacement of traffic control markings and devices as needed; assist with weed abatement as needed in the City parks; assists in other street maintenance, including painting curbs and pothole patching;
3. Assists in grounds keeping maintenance in the City parks and facilities by mowing, trimming, edging, raking, litter removal, and fertilizing lawn; performs snow removal duties as necessary; assists in other outside maintenance tasks, including repair or installation of sprinkler and drip systems;
4. May operate and assist with routine servicing and maintenance of equipment, including mowers and other various gas and diesel powered equipment and power tools;
5. Assists public works utility crews in all levels of maintenance, repair, installation and minor construction of water distribution system and sewer collection system;
6. Assists in setting up special events;
7. May work independently on weekends and may work independently on unskilled or semi-skilled labor activities;
8. May work in Utility settings assisting both Water Distribution and Sewer Collection crews in routine maintenance or repair type projects and may be trained to accomplish water meter reading assignments;

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9. Primarily works in a team environment in the course of daily activities.

Knowledge of:

1. Facility and grounds keeping methods;
2. Street maintenance methods and techniques;
3. Proper operation of a wide variety of power and hand tools.

Skills in:

1. Maintaining accurate logs, records and basic written records of work performed;
2. Safely and effectively using and operating hand tools, mechanical equipment, power tools, and equipment required for the work;
3. Following division policies and procedures related to assigned duties;
4. Understanding and following oral and written instructions;
5. Using English effectively to communicate in person, over the telephone and in writing;
6. Establishing and maintaining effective working relationships with those contacted in the course of work;

Ability to:

1. Perform all work activities in a safe and effective manner;
2. Learn to operate equipment used by the Public Works Department;
3. Perform janitorial duties and maintenance type work assignments;
4. Climb stairs and ladders and occasionally work on roofs;
5. Demonstrate willingness and abilities to work as an effective and contributing team member;
6. Drive and operate standard and automatic transmission motor vehicles, operate power generator and other related power and hand tools necessary to perform job functions;
7. Follow oral and written instructions;
8. Communicate clearly, concisely and effectively, both orally and in writing;
9. Maintain cooperative working relationships with the general public and employees;
10. Develop and maintain positive public relations with emphasis on customer service;
11. Carry out the mission of the City and the department and adhere to the City's and department's organizational values;
12. Work out of doors in all weather conditions and near traffic with varying noise levels in and with varying types of equipment and vehicles.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

1. High School Diploma or General Education Degree (GED) and a minimum of three (3) months experience in general maintenance; OR an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Must have and maintain a valid Class C California Drivers License with an acceptable driving record.
2. Failure to maintain such California Drivers license may be subject to the disciplinary process and/or may result in termination of employment.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The employee is routinely required to climb, balance and stoop, kneel, crouch, or crawl and must routinely lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The employee must be able to work in variable temperatures and weather conditions. The employee must have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

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WORKING ENVIRONMENT

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration; and the noise level in the work environment is usually loud.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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