

## **MAINTENANCE AND OPERATIONS ASSISTANT**

### **DEFINITION**

Under supervision, performs a variety of maintenance, operation, custodial, or courier work.

### **SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from an assigned supervisor. This classification does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform routine courier duties or a variety of duties involving routine or repetitive cleaning, sweeping, digging, grounds and building maintenance, or automotive equipment maintenance and repair. Incumbents may be required to work any shift, weekends, and holidays and may work independently or as a member of a work crew.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Performs a variety of duties involving light to heavy manual labor, in the operation, maintenance, and cleaning of City buildings, equipment, facilities and property.

Drives a passenger vehicle, or light truck, to pick up, transport and deliver interdepartmental mail, documents, equipment and supplies.

Transports city vehicles for servicing as designated; assists in minor repairs and maintenance of vehicles; assists in washing, loading, and unloading vehicles.

Assists other maintenance personnel performing skilled operation, maintenance and/or construction of City equipment and facilities.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Basic maintenance of vehicles, buildings, and municipal facilities.

The use and care of the tools and equipment used in the maintenance of vehicles, buildings and municipal facilities.

The geographical location of all City facilities.

The occupational hazards and safety precautions used in the area assigned.

**Skill to:**

Operate office equipment.

**Ability to:**

Perform heavy manual labor for extended periods and under unfavorable weather conditions.

Understand and follow oral and written instructions.

Read and write English at the level necessary to perform the job.

Safely operate light equipment and vehicles.

Establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS**

High school diploma or GED completion;

AND

One year of continuous, full-time paid general labor or comparable experience.

**Special Requirements**

Possession of a valid California Driver's License is required at time of appointment.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 4/17/2018

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