

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 a variety of duties to include routine courier duties; cleaning; and grounds maintenance. Building and equipment maintenance duties include but not limited to fire hydrant maintenance; automotive equipment maintenance and repair; and logistical support. 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 manual labor, in the operation, maintenance, and cleaning of City buildings, equipment, facilities and property.

Drives a passenger vehicle, or light truck; picks up, transports and delivers interdepartmental mail, documents, equipment and supplies; shuttles crews for logistical support as needed.

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.

May provide assistance for logistical support as needed by the department.

May respond to inquiries and direct the public to appropriate department resources and services.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

The proper use and maintenance of hand and power tools; basic maintenance of

light equipment, vehicles, municipal facilities and fire hydrants.

The geographical location of all City facilities.

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

Ability to:

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

Communicate effectively, both orally and in written form; utilize radio communications systems.

Establish and maintain effective working relationships.

Skill to:

Operate office equipment.

Safely operate light equipment and vehicles.

MINIMUM QUALIFICATIONS

High school diploma or GED completion;

AND

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

Special Requirements

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

Must be at least 18 years of age at time of application.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 3/16/22

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