

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 are 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.

Provides assistance for logistical support as needed by the department.

Responds to inquiries and directs the public to appropriate department resources and services.

Performs related duties as required.

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

Proper use and maintenance of hand and power tools; basic maintenance of light equipment, vehicles, municipal facilities and fire hydrants.

Geographical location of all City facilities.

Occupational hazards and safety precautions used in the area assigned.

Skill/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.

Operate office equipment.

Safely operate light equipment and vehicles.

MINIMUM QUALIFICATIONS

Education:

Possession of a High school diploma or equivalent GED completion.

Education:

Six (6) months of full-time paid general labor or comparable experience.

Special Requirement(s)

Possession of a valid Class C California Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up

to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

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Director of Personnel Services

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