



May 2007
FLSA: NON-EXEMPT

MAINTENANCE AIDE

DEFINITION

Under immediate supervision, performs a variety of entry-level and unskilled tasks in the maintenance, repair, construction, and service of buildings, grounds, equipment, parks, and municipal facilities of the Town; monitors building and ball field light schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a Public Works or Parks Supervisor. No supervision of staff exercised.

CLASS CHARACTERISTICS

This is the first level in the field maintenance class series in the Town's Public Services Department. Incumbents work under the immediate supervision of an employee in a higher-level field maintenance class performing routine activities such as gathering equipment and supplies, general laboring work, and cleaning up work sites and equipment.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Weeds and cleans up litter on Town grounds and parks.
- Washes, cleans, services, and makes minor repairs to equipment.
- Provides janitorial maintenance service to Town facilities.
- Clears plumbing stoppages at public restroom facilities.
- Performs basic duties related to installing, repairing, and adjusting irrigation systems.
- Hand waters lawns, landscaping, and other plants in park facilities and landscaping areas.
- Rakes, aerates, fertilizes, seeds, and mows parks and grassed areas.
- Performs pothole repair and painting and striping of streets.
- Opens and closes Town facilities; monitors assigned facilities for safety; sets-up/takes-down tables and chairs for private rentals and Town-sponsored programs conducted in Town facilities.
- Monitors and records ball field light schedules.
- Establishes and maintains cooperative working relationships with the public, including outside agencies.
- Operates Town vehicles and equipment in a safe and efficient manner.
- Observes professional ethics in maintaining confidential information acquired in the course of employment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic maintenance principles, practices, tools, and materials related to the assigned area.
- The operation of a variety of light and medium equipment, Town vehicles, and hand and power tools.
- Basic shop arithmetic.
- Safe working practices and procedures.
- Safe driving rules and practices.
- English usage and vocabulary.
- Techniques for providing a high level of customer service to the public and Town staff.

Ability to:

- Perform basic maintenance duties related to Town facilities.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and vehicles required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and six (6) months of related work experience.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials; and hearing and speech to communicate in person and over the radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.