



Career Service Authority

Maintenance Assistant

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GENERAL STATEMENT OF CLASS DUTIES

Performs semi-skilled work assisting in maintaining public facilities, equipment and irrigation systems.

DISTINGUISHING CHARACTERISTICS

The Maintenance Assistant performs semi-skilled work, and the Maintenance Technician performs standard performance, semi-skilled trades work. The Senior Utility Worker performs unskilled and/or semi-skilled work assisting in maintaining public grounds, buildings, and facilities, and providing assistance with traffic control, construction and repair activities, and maintaining city street and roadways.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Assists maintenance technician and skilled trades workers in the preventive maintenance/servicing and repair of machinery, mechanical equipment or irrigation controls and systems; adjusts functional parts of mechanical devices as necessary.

Observes all common safety practices associated with small engine, ground equipment, hand and power tool equipment operations.

Cleans, organizes, secures, and cares for basic tools and equipment.

Operates light weight equipment powered by small engines for snow removal maintenance or mowing or plowing, clean up and minor construction projects.

Performs minor repairs on equipment and minor vehicle maintenance, including grounds equipment, motor pool vehicles and machinery; may include seasonal equipment changes for snow removal.

By assignment, performs pre-trip inspections of equipment for such things as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights, and washes and fuel motor pool vehicles.

By assignment, assists in ordering equipment and materials such as tools, light bulbs, and shop supplies.

By assignment, cleans and re-supplies work areas and various sites, and assembles, moves, removes, and relocates furniture, furnishings, equipment as directed; power washes equipment and public facilities.

By assignment, patches asphalt and paved areas.

By assignment, performs computer work.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Mathematics - Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues and responds appropriately.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities and other individual differences.

Computer Systems - Utilizes a computer to retrieve data.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

Writing - Communicates information in a succinct and organized manner; produces written information in the way of record keeping.

Knowledge of mathematics sufficient to be able to perform simple calculations.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Knowledge of cleaning methods, materials, tools and equipment sufficient to be able to effectively clean city facilities.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in operating, maintaining irrigation controls and systems and repairing equipment and machinery.

Skill in understanding and following oral, illustrated, written or demonstrated instructions.

Skill in cleaning, organizing, securing, packing and storing tools and equipment.

Skill in operating hand and power tools and ground equipment common to several maintenance and repair trades.

Skill in maintaining equipment and work area.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in lifting and placing heavy objects in the appropriate manner to ensure personal safety.

Skill in performing pre-trip inspections to ensure equipment is functional.

Skill in the use of computers for data entry and retrieval.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: Raising or lowering an object 50-80 pounds.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.
Mathematical reasoning
Memorization
Oral Comprehension
Spatial Orientation
Written Comprehension

Working Environment:

Noise: sufficient noise to cause distraction or possible hearing loss.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to extremes of heat and cold in all weather conditions.
May be exposed to hazards from electro/mechanical/power equipment.
May be exposed to hazardous chemicals, fluids, solvents, or cleaning compounds.
May be exposed to pesticides or fertilizers.
Subject to burns and cuts.
Subject to injury from moving parts of equipment or vehicles.

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

One year of unskilled labor or maintenance work experience.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/95

REVISED DATE: 07/16/03

REVISED BY: Jayne Lujan

CLASS HISTORY As a result of an annual classification maintenance review class specification was revised into new format.