

## **ASSISTANT MAINTENANCE WORKER**

### **Job Summary:**

Under supervision, performs a variety of unskilled and semi-skilled street maintenance duties including preventive and general maintenance and emergency repairs such as concrete or asphalt repair, traffic sign and street marking maintenance, street sweeping, weed abatement and debris removal.

### **Distinguishing Characteristics:**

This is the entry, training level class in the Maintenance Worker Job Series which consists of Assistant Maintenance Worker, Maintenance Worker I, and Maintenance Worker II. Incumbents in the Assistant Maintenance Worker class perform unskilled or semi-skilled duties to assist other maintenance workers. This class is distinguished from the Maintenance Worker I class by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. As experience is acquired, the employee performs with less immediate supervision and becomes proficient by demonstrating those skills necessary to perform as a Maintenance Worker I.

Incumbents in this classification must complete one year in this classification, must meet the minimum qualifications for Maintenance Worker I and must meet the Job Series guidelines to promote to Maintenance Worker I.

### **Essential Duties and Responsibilities**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in removing debris from the public right-of-way; loads and unloads materials and equipment from trucks.
2. Assists in cleaning and flushing sewer lines, catch basins and storm drains.
3. Assists in performing routine graffiti maintenance on street signs and bus shelters.
4. Assists in patching streets by excavating pavement, pouring and shoveling cold mix and hot asphalt and tamping and smoothing area.
5. Assists in pouring and forming concrete for sidewalks, aprons, curbs and gutters.
6. Assists in digging holes, trenches and ditches with automatic and manual digging tools and refills them as appropriate.
7. May assist in operating motorized equipment such as trucks, skiploaders, street flashers, and rollers or other power equipment of comparable size and complexity.
8. Assists in cleaning and maintaining work areas, hand tools and equipment.
9. Assists in submitting daily mileage and equipment usage reports.
10. Assists in installing and maintaining street signs.
11. Assists in conducting traffic counts; assists in diverting traffic using flags, barricades and street cones to ensure safety.
12. Assists in painting or stenciling traffic directional signs or symbols, streets and curb markings, using spray painting equipment or other apparatus.
13. Assists in measuring and marking areas for new traffic control legends in compliance with established procedures.
14. Assists in operating striping machines for painting lines on street crosswalks and painting other street markings.

15. Assists in cleaning and maintaining spray painting equipment, compressors and painting stencils.
16. Performs related duties as required.

**Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Completion of high school or GED which ensures the ability to read and write at a level necessary for successful job performance. Some experience performing general maintenance work and knowledge of tools is desirable.

**Knowledge of:**

- Basic methods, equipment, materials and tools used in street maintenance or construction work.
- Applicable sections of the California Vehicle Code and Work Area Traffic Control Manual.
- Applicable sections of the California Vehicle Code and DMV regulations.
- Basic record-keeping techniques.
- General work safety practices and procedures.

**Skill and Ability to:**

- Learn to perform unskilled and semi-skilled street maintenance and repair work.
- Learn to operate a variety of street maintenance tools, equipment and machines safely and efficiently.
- Learn to maintain tools, equipment and vehicles in clean and proper working condition.
- Learn to perform street maintenance and repair work using a variety of tools and equipment utilized in the basic trades; learn painting techniques.
- Learn to maintain routine records and reports.
- Understand and follow oral and written directions.
- Lift objects weighing up to 75 pounds, such as bags of concrete and asphalt and heavy equipment such as power jack hammers.
- Learn basic cement work.
- Perform heavy manual labor; clean and maintain work area.
- Observe and learn safety practices and procedures.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.

**License or Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Special Requirements:**

Ability to pass a physical examination for strenuous/arduous labor.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require mobility to stand, stoop, reach, twist and bend.
- Require mobility of arms to reach above shoulder level and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to respond to emergencies, including removal of trees or branches in the public right-of-way, during normal hours or on emergency call back.
- May be required to work with harsh and toxic substances.
- May be required to wear a uniform, safety shoes, protective apparel including goggles, face protectors, aprons and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical currents.
- May be required to work overtime after regular work hours, including weekends.