



TOWN OF YOUNTVILLE JOB DESCRIPTION

PUBLIC WORKS MAINTENANCE ASSISTANT

DEFINITION

To perform a wide variety of unskilled or semi-skilled maintenance and related support activities in support of Town parks and landscaped grounds, streets, streets, water distribution system and Town buildings and facilities.

DISTINGUISHING CHARACTERISTICS

This is the part-time, seasonal position class in the maintenance series. Positions in this class perform physical labor in custodial, litter removal, building maintenance, and landscaping and grounds maintenance assignments. Work is closely supervised and performed according to established procedures or specific oral or written instruction. Generally, work is observed and reviewed both during its performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise. Maintenance Assistants may be assigned to any one of the field maintenance divisions.

This classification is distinguished from that of Maintenance Worker job series in that the latter is the journey-level class in the maintenance series and performs work assignments of greater complexity and with more independence.

SUPERVISION RECEIVED

Depending upon nature of assignment and location of work, supervision may be provided by the Public Works Manager/Supervisor, Maintenance Worker I/II, or Parks & Recreation Director or Recreation Manager or other designated supervisor.

ESSENTIAL DUTIES

Performs a variety of unskilled or semi-skilled maintenance activities related to parks, streets, water distribution and Town facilities such as;

- Landscape and grounds maintenance activities including weeding and general park care;
- Picking up litter from grounds and emptying trash containers throughout assigned areas;
- Performs minor building maintenance such as replacing light bulbs; paints and touches-up community buildings, benches and equipment;
- Performs a variety of basic building cleaning and custodial tasks, including scrubbing, mopping, sealing and waxing floors, vacuuming rugs, and cleaning ceilings, walls, windows, and light fixtures; cleans restrooms and removes garbage;

- Mows, trims and fertilizes lawns in parks; trims bushes; plants and prunes trees; operates and maintains hand tools, such as shovels, loppers, rakes, etc., operates power tools such as mowers, edger's, weed cutters, etc.;
- Performs minor building maintenance such as repairing doors, locks, windows, and fixtures;
- Assures security of facilities;
- Assists maintenance staff with construction and maintenance tasks related to water and sewage systems, streets, sidewalks, gutters and storm drains;
- Reads water meters;
- Inspects and maintains park playground equipment; removes possible hazards to ensure safety;
- Maintains and repairs sprinklers and playground equipment; paints traffic markings on streets and curbs; installs and removes traffic cones and barricades; spreads asphalt to patch and repair streets
- Paints traffic markings on streets and curbs;
- Wears proper safety equipment and follows safety procedures in the course of performing tasks.

OTHER DUTIES

Responds to public inquiries in a courteous manner and performs related duties and responsibilities as required.

QUALIFICATIONS

Experience and Education: Any combination equivalent to experience and education that could provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Six months of experience in landscape maintenance, custodial, manual labor, or construction trades work; Education - Equivalent to completion of high school graduation or equivalent or GED.

Knowledge/Skill/Ability

Knowledge of: Basic equipment and tools used in landscape maintenance; general knowledge of landscape and plant maintenance techniques and methods; basic equipment, supplies, tools, methods and materials used in custodial maintenance functions; knowledge of tools used to perform light carpentry and minor maintenance.

Ability to: Perform heavy manual labor under adverse conditions; learn to use standard manual, power and custodial equipment; perform general building maintenance and repairs requiring the ability to climb ladders and reach for objects; repeatedly dig and lift shovels of earth or debris weighing at least 40 pounds; work with various fluids and chemicals using normal protective wear; set up and remove barricades, traffic cones or similar objects; learn job-related

material through oral instruction, observation and reading; understand and carry out oral and written directions in order to accomplish assigned tasks in a timely manner; take basic measurements of boards or spaces; fill out work orders, daily logs of work performed and perform physical inventories; learn to use computer technology as necessary to complete job tasks, e.g., complete online timecard, send/read email, complete online training; maintain good working relationships with co-workers and volunteers; work around visitors and others in the course of work in a tactful, courteous, sensitive, and amiable manner; communicate with the public and co-workers in a tactful and effective manner; work in a safety conscious manner; work various work schedules including weekend shifts and possibly called out for emergency work at night, on weekends or holidays.

Working Conditions

Position requires standing, walking on level, unlevel, and slippery surfaces, reaching, twisting, turning, kneeling, bending, and stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting and repairing playground equipment and buildings. The ability to lift, carry and push mowers, bags of fertilizer, and other equipment and supplies weighing 40 pounds or more is also required. Additionally, the incumbent often works in the outdoors in all weather conditions including wet, hot, and cold. The incumbent uses cleaning chemicals exposing the employee to fumes which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb 30 to 40 feet heights on ladders, walk on scaffolds, use power and noise producing tools and equipment, may drive motorized vehicles, and may work in heavy vehicle traffic conditions.

OTHER REQUIREMENTS

License

Possession of an appropriate and valid California Class C driver's license is required.

Age

Must be at least 18 years old at date of appointment.

Approval: Steve Rogers
Town Manager

Resolution No. 3157-14

Effective Date: 03//04/14