

## Maintenance Assistant

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1237	Non-Exempt	Service/ Maintenance	PEU Local One	51	02/01/02	Classified	1 of 2

**DEFINITION:** Under immediate supervision, using basic skills for this series, performs semi-skilled and unskilled manual tasks related to the maintenance and repair of buildings, grounds, and equipment, and, picks-up and delivers supplies requiring the use of a district vehicle.

**DISTINGUISHING CHARACTERISTICS:** The Maintenance Assistant differs from the lower level classification of Storekeeper in that the duties and responsibilities include the performance of a variety of unskilled and semi-skilled manual tasks and delivers supplies in addition to performing assigned storekeeping tasks. Incumbents in this classification may receive work direction from Lead Building Maintenance Workers, Lead Groundworkers, or other lead workers in the skilled trades. Maintenance Assistants may provide work direction to student workers.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Performs a variety of unskilled and semi-skilled tasks in support of journey-level craft workers.
- Performs a variety of installation, repair, and related maintenance on buildings, fixtures, equipment, and grounds.
- Performs routine manual tasks requiring the carrying, moving, and delivering of equipment, furniture and supplies.
- Performs manual and semi-skilled work requiring the use of hand tools, power tools, and a variety of maintenance and grounds equipment.
- Performs repetitive heavy manual labor, climbs ladders, and may work on roofs and in confined spaces.
- Drives a delivery supply truck (class "C") to deliver goods and supplies to a variety of District sites.
- May perform manual and clerical duties associated with District storekeeping operations.
- May participate in periodical inventory projects and keeps basic inventory records of supplies and equipment.
- Receives and inspects delivered items.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Knowledge Of:** Safe and proper use of common hand and power tools; principles and practices of routine and preventive maintenance of equipment and tools; techniques and practices for the safe carrying, lifting, moving, and delivering of supplies and equipment; and, safe and defensive driving techniques.

**Ability To:** Perform semi-skilled tasks involved in assisting journey-level workers in various trade occupations; perform a variety of task requiring sustained manual labor including the safe lifting and moving of heavy and/or bulky items; accurately receive, order, stock, and issue supplies and parts and, prepare parts, supplies, mail and related items for shipping or distribution; safely operate a Class "C" vehicle used to deliver parts and supplies to various District sites; safely use hand and power tools common to the building trades; work independently; work cooperatively with others; and, understand and follow written and oral instructions.



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**Education/Training:** Equivalent to graduation from High School or G.E.D.

**Experience:** One year of paid experience involving the maintenance and/or repair of buildings, equipment, or grounds using hand or small power tools. Experience delivering supplies or in the stocking or distribution of automotive parts or supplies is desired.

**License/Certification:** A valid Class "C" California Driver's License and acceptable driving record.

**Actions:** Initial adoption by the Governing Board on 1/30/02.