

GENERAL MAINTENANCE AIDEDEFINITION

Under immediate supervision, performs a wide variety of semi-skilled services in the maintenance and repair of buildings, parks, park structures and related facilities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs or assists in the performance of semi-skilled tasks including but not limited to welding, pipefitting, plumbing, masonry, painting, electrical, carpentry and general construction work involved in the maintenance and repair of City parks, buildings and related facilities. Operates a variety of tools and equipment in the performance of essential functions. Work may involve, but not be limited to, the following: restroom fixtures, flush valves, water and sewer lines, drinking fountains, pumps, automatic valves, and backflow devices; irrigation system equipment such as flowmeters, water mains and sprinklers; plaster, asphalt and concrete surfaces; metal gates, flooring, benches, and supports; roofs, door frames, tables and other structures. Monitors buildings, parks, park structures and related fixtures to determine the need for repair or maintenance. Completes and keeps records or job order assignments in support of other park operation sections; follows up on service of equipment and maintains a personal tool inventory. Assists with or orders materials and supplies for replacement of inventory, as needed. Drives a light truck. Must be able to lift and carry objects weighing up to 75 lbs. Performs related functions as assigned or needed.

Depending on assignment, essential functions may also include, but not be limited to, the following: assists with programming and operating the CALSENSE irrigation management system; assists with troubleshooting irrigation problems based on daily analysis of CALSENSE data. Assists in monitoring the work of contractors to ensure compliance with contractual park maintenance agreements pertaining to the repair and maintenance of parks and buildings. Assists with general aquatic and grounds maintenance and repair work, maintaining chemical balance and sanitization of aquatic features, such as pools, lakes, fountains, and related. Repairs or replaces damaged valves, broken sprinklers and related irrigation equipment. Performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the experienced entry-level apprentice classification in the General Maintenance series. Incumbents in the class of General Maintenance Aide are versatile rather than specialized in any one area of park or general outdoor facility repair and maintenance. This class is distinguished from the next higher level of General Maintenance Worker by the scope and complexity of duties performed. Effective performers are expected to become proficient in performing semi-skilled and skilled routine maintenance tasks with less and less supervision. As they acquire additional training and experience, incumbents in this class are expected to learn and to assist with performing more complex duties. Upon completion of the probationary work test period, required coursework and training, and meeting the career development proficiency requirements, incumbents may be promoted to the General Maintenance Worker classification.

MINIMUM BASIC QUALIFICATIONS

One year experience in general outdoor facility maintenance and repair involving plumbing, irrigation, welding, masonry, electrical and carpentry work, or any equivalent combination of education and experience that provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: materials, equipment and methods used in the correct and safe maintenance, repair and construction work in the area of assignment; power tools and equipment used in the construction, electrical, mechanical, carpentry, masonry, welding and plumbing trades; safety practices as applied to the performance of the essential functions.

Ability to: perform skilled maintenance, construction, and repair work in the area of work assigned; use and maintain common hand tools, small power equipment and other facility equipment; follow verbal and written instructions; learn necessary safety requirements; maintain harmonious working relationships with the public and other employees; lift and carry objects weighing up to 75 lbs.

Skill in: the operation of hand and power tools commonly used in maintenance, construction and repair of outdoor facilities, parks, buildings and related.

SPECIAL REQUIREMENTS

Must possess and retain a valid California Class C Driver's License.

Highly Desirable: possess and retain valid Orange County Health Department Backflow Prevention Device Testing certificate, a Landscape Irrigation Auditor certificate and a Certified Pool Operator certificate; possess and retain a valid California Class A or Class B driver's license; ability to operate current office software such as Excel and Word, and park maintenance-specific software programs such as CALSENSE.

SPECIAL WORKING CONDITIONS

Must be willing and able to work any shift, including evenings, weekends and holidays. Must be willing and able to work outside in a variety of weather conditions. Must be willing and able to work around animals if assigned to the Santa Ana Zoo.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are highly reliable individuals who readily adapt to a changing work environment. These growth-oriented individuals enjoy working outdoors and performing physically demanding work as part of a team.

Class title established per Council Resolution No. ,
effective November 17, 2003.

Prepared: 11/03

Revised:

ADA Approved: