

MAINTENANCE ASSISTANT

DEFINITION

Under immediate supervision, performs general unskilled maintenance work.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs general unskilled maintenance duties such as sweeping sidewalks with air blower and broom, cleaning up trash and debris, emptying trashcans, and weed control. May lift moderate to heavy items weighing up to 75 lbs. when emptying trash and loading and unloading equipment. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry-level class whose work involves routine manual labor duties of an unskilled nature.

RECOMMENDED MINIMUM QUALIFICATIONS

Some experience in the use of clean-up and basic gardening equipment, or any equivalent combination of training and experience which provides the knowledge, skills and abilities listed below:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: common tools and equipment used in construction, maintenance and repair work; basic knowledge of safety precautions and practices in the operation of these tools and equipment.

Ability to: communicate effectively in English both orally and in writing; understand and follow specific oral and written instructions; perform strenuous manual tasks for extended periods and under adverse climatic conditions.

Skill in: the use of common tools and equipment used in construction, maintenance and repair work.

SPECIAL REQUIREMENTS

Applicants must possess and retain a valid Class C California driver's license as a condition of employment in this classification.

SPECIAL WORKING CONDITIONS

Must be willing and able to work irregular hours, including evenings, weekends and holidays as needed. Must be willing and able to work outdoors in a variety of weather conditions.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are highly reliable individuals who have a strong work ethic and take pride in the quality of their work and in the appearance of downtown Santa Ana. They are prepared to work weekends and odd hours including very early morning shifts. In addition, they enjoy public contact including responding to inquiries from citizens regarding work activities.

Class title established per Council Resolution No. 89-070,  
effective 7-1-89

Class Specification Reviewed: 4/94; 06/04

ADA Approved: 4/94; 05/04