

MAINTENANCE ASSISTANT

CLASS SUMMARY

Under general supervision – performs routine, unskilled and semi-skilled maintenance duties for buildings, facilities and some mechanical equipment; assists other skilled or journeyman positions as a helper; learns various maintenance and mechanical skills and duties; performs related duties as required.

REPRESENTATIVE DUTIES

Assists in maintenance work by performing semi-skilled and unskilled maintenance repairs and by performing less skilled general electrical, plumbing, painting, and carpentry maintenance work on buildings, equipment, and furnishings; fills in on any tasks related to the work programs of the campus maintenance shops; changes filters, lubricates and changes belts on heating units; engraves signs and name plates; prepares surface for painting; paints stripes in parking lot; installs pencil sharpeners, door closures, door stops and chalk boards; picks up and delivers supplies and equipment.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class receive general or specific assignments from the Maintenance Manager, often assist journey personnel, and are expected to learn certain skills as part of their work. This is the entering level of Maintenance class.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Equivalent to good, verifiable employment history in maintenance or other closely related work.

Knowledge and Abilities

Basic Knowledge of: methods, materials and tools used in general maintenance work; written and spoken English; arithmetic calculations; how a trades helper works.

Ability to: follow oral and written directions and schedules correctly; make simple arithmetic calculations accurately; drive and operate light automotive equipment efficiently and safely; work helpfully with tradesmen and co-workers; learn equipment locations and basic craft skills; work independently, if required, and report problems as encountered.

License: a valid California Motor Vehicle Operator's License.

Physical Requirements: regularly performs light and heavy manual work involving lifting and climbing.