

MAINTENANCE ASSISTANT
(PART-TIME)

DEFINITION:

Under general supervision, the Maintenance Assistant performs routine tasks involving manual and technical labor and other related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to, the following:

Assists with collection, count, and bagging of coins from parking meters or machines located throughout the City; performs light maintenance on coin counting machines and the City's electronic parking meters when necessary; programs coin counting machine; rebuilds parking meter housings; performs a variety of miscellaneous skilled and unskilled tasks assisting trades and/or semi-skilled workers; assist in reading and recording water meter information; and may assist division supervisors as needed.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or G.E.D. Must be 18 years of age or older and have a valid CA driver's license at the time of employment.

Knowledge, Skills, and Abilities: Must be able to communicate effectively; work cooperatively with others; follow oral and written directions; drive a City vehicle in performance of duties; and have the ability to lift and/or move up to 50 pounds; must have knowledge of basic math; must demonstrate sufficient mechanical skills in order to successfully perform duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the position may drive frequently to specific locations; works outdoors, and may be exposed to variable weather conditions. The employee is frequently required to walk, stand, stoop, kneel, and use arms, legs, and back to lift and move or push and pull up to 50 pounds. Will use arms to reach and carry, and use hands and fingers to operate and manipulate objects and controls.