

## **CITY OF IRWINDALE**

### **MAINTENANCE AIDE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under supervision, performs a variety of general maintenance and repair work duties including cleaning city streets of litter and debris, removing graffiti, removing weeds, repairing and replacing street signs, painting curbs, repairing broken irrigation, trimming trees, and removing and replacing damaged concrete and asphalt; operates maintenance and construction tools and equipment; assists higher level maintenance staff as needed; and performs other related duties as required.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a variety of general maintenance and repair work on various city facilities and structures such as streets, signs, buildings, and related public works structures.
2. Cleans city streets of litter and debris.
3. Operates a variety of equipment and hand and power tools in the performance of assigned functions; trims and prunes trees, branches and shrubs; hauls and dumps debris.
4. Prepares and paints street curbs; removes and replaces damaged concrete and asphalt; rakes and spreads asphalt; seals cracks and patches streets; performs pot hole patching and surface repairs.
5. Installs street barricades and cones prior to the performance of street repair activities; directs and controls traffic around work sites.
6. Removes graffiti from all city owned facilities and public areas by various means including painting and pressure washing.
7. Performs weed abatement manually and with the application of herbicide.
8. Repairs and replaces street signs.
9. Checks and repairs broken irrigation.
10. Performs routine maintenance on equipment and vehicles.
11. Paints buildings, walls, wood, and concrete surfaces.
12. Cleans park restrooms and removes trash from parks.
13. Assists in the set-up and removal of equipment, structures and booths needed for special events.
14. Assists higher level maintenance staff in the performance of duties as needed.
15. Attends training classes and obtains all necessary certifications; utilizes proper safety precautions related to all work performed.
16. Responds to after hours calls for service and emergencies.
17. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Basic operations and activities of assigned maintenance programs.  
Basic methods and techniques of maintenance and repair related to the area of assignment.  
Basic operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.  
Proper procedures used in the maintenance and repair of hand and power tools.  
Basic methods and techniques of graffiti removal.  
Basic methods and techniques of irrigation repair.  
Basic practices and procedures of traffic control.  
Occupational hazards and standard safety practices.  
Principles and practices of record keeping.  
Pertinent Federal, State, and local laws, codes, and regulations

### **Ability to:**

Perform a variety of general maintenance, construction, and repair work in the area of work assigned.  
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.  
Maintain and repair a variety of tools and equipment.  
Operate power equipment and hand tools involved in public works and landscape maintenance, repair, and construction.  
Ensure safety around work areas in high traffic.  
Ensure adherence to safe work practices and procedures.  
Work independently in the absence of supervision.  
Respond to requests and inquiries from the general public.  
Respond to emergency situations in an effective manner.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade.

### **Experience:**

One year of general maintenance experience is desirable.

### **License or Certificate:**

Possession of an appropriate, valid driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or

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uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Date: November 2016

*Ralph Andersen & Associates*