



MAINTENANCE ASSISTANT

DEFINITION

Under direct supervision, performs a variety of routine, unskilled building and facilities maintenance including painting, carpentry, electrical, plumbing, and pest control; cleans and maintains property exterior elements; operates a variety of manual and power tools; performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the maintenance series. Initially under close supervision, incumbents with basic experience learn to perform routine building and facilities maintenance and assist others with the performance of semi-skilled repair and maintenance of facilities. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs routine, unskilled building and facilities maintenance and repair activities, including but not limited to janitorial duties, drywall repair, painting, plumbing, concrete repair, and light and smoke detector installation.
- Cleans and performs light maintenance and repair on vacated units to prepare unit for tenancy; cleans, repairs, and replaces light fixtures, plumbing fixtures, and flooring; repairs damaged drywall, doors, and cabinetry; paints and restores indoor and outdoor surfaces.
- Maintains, repairs, and replaces inoperable plumbing components such as pipes, valves, clogged drains, sinks, and toilets.
- Identifies invasive pests and performs pest control as applicable.
- Maintains exterior elements of facilities, including but not limited to, power washing sidewalks and trash enclosures; paints, restores, and repairs doors, decks, balconies, fences, and staircases.
- Maintains concrete by attending to trip hazards, demolishing, and removing concrete, and may assist with forming, pouring, and finishing sidewalks, handicap ramps, and curbs.
- Operates assigned vehicles and a variety of hand and power tools and equipment related to work assignment.
- Assists Building & Facilities Maintenance Workers with the performance of semi-skilled trades work as assigned.
- Maintains accurate logs and records of work performed, and materials and equipment used.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of residential buildings and facilities.
- Basic plumbing, electrical, carpentry, and mechanical systems in residential buildings.
- The operation and routine maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Safe work practices for performing routine maintenance and repair of residential facilities.
- Standard practices and safe use of common cleaning tools, equipment, and chemicals.
- Cleaning methods and custodial procedures.
- Safe driving rules and practices.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for program, project, and task coordination.

Ability to:

- Perform basic maintenance, repair, and custodial work.
- Troubleshoot routine maintenance problems and determine materials and supplies required for repair.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Authority to residents, contractors, and members of the public.
- Learn and understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, to effectively perform the work.
- Use tact and discretion within Authority policy and procedures and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Some work experience performing unskilled or semi-skilled facilities maintenance duties or closely related maintenance work.

Licenses and Certifications:

- Possession of, and ability to obtain, an appropriate, valid California driver's license upon appointment and DMV driver record that meets the Housing Authority's insurability requirements.

PHYSICAL DEMANDS

Must possess mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Authority sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Incumbents in this class are required to work on-call as needed, to ensure efficient operation of the Housing Authority's facilities and maintenance and for emergency response.