

## City of Victorville Position Description

### MAINTENANCE AIDE

#### DEFINITION

Under direct supervision, assists the City's full-time staff by performing a variety of physically demanding manual unskilled tasks for Community Services, Economic Development, and Public Works Departments. Provides maintenance of streets, City's right-of-ways, storm drains, sewer lines, and graffiti removal; performs repairs, constructs and services equipment, buildings, and other municipal facilities; maintains appearance of grounds and parks; and performs related work, as required.

#### DISTINGUISHING CHARACTERISTICS

This is an entry-level class performing primarily unskilled to semi-skilled tasks under direct supervision. This class is distinguished from the regular full-time Maintenance Worker I by the skill level required, complexity of tasks performed, and degree of responsibility required. Employees in this position may not supervise, oversee, or lead any other paid or unpaid workers.

#### TYPICAL TASKS

Shovels and rakes asphalt; performs cement work; removes weeds from City's right-of-ways; cleans storm drains; assists work crews in patching streets, sealing cracks, and related maintenance to streets and roads; assists with graffiti removal; assists in constructing street signs and painting street legends; assists the sewer maintenance crew in performing maintenance and mainline cleaning; fuels, washes, and details vehicles and equipment; and assists in performing preventive maintenance of vehicles and equipment. Hand weeds flower beds, fence lines, and other areas; cleans and picks up litter on City grounds and parks; washes, cleans, services, and makes minor repairs to equipment; provides janitorial maintenance services to City facilities; clears plumbing stoppages; assists with installation, repairs and adjustments of irrigation systems; hand waters; aerates, fertilizes, seeds, and mows parks grassed areas. Vacuums floors; dusts furniture and other fixtures; strips and waxes floors; shampoos carpets; cleans interior and exterior windows; disposes of litter; prepares and sets up facilities for various functions; sweeps and cleans exterior walkways and public areas; performs minor repairs to facility equipment such as plumbing, electrical and roof maintenance; moves and relocates furniture, boxes, and equipment; and maintains City swimming pools. May be required to operate City vehicles dependent upon assigned job duties, including light trucks, a variety of hand and small power tools, machines and light equipment; assists in maintaining and performing minor repairs to vehicles and equipment; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

#### EMPLOYMENT STANDARDS

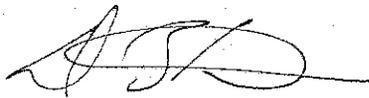
Training and Experience - Equivalent to completion of tenth grade and six months of related work experience that could likely provide knowledge, skills, and abilities in street maintenance, grounds maintenance, and/or custodial maintenance. Specific *required* experience is based upon actual vacancies.

Licenses and Certificates - Possession of a valid California Class "C" driver's license if specific duties require the operation of a vehicle.

Knowledge and Abilities - **Knowledge of:** Safe working practices; basic hand and small power tools, cement work, carpentry, plumbing, and painting; the physical needs of lawns and plants; watering, fertilizing, trimming, and basic landscape maintenance; practices and procedures utilized in custodial building maintenance; occupational hazards and safety precautions required in facilities and swimming pool maintenance and operations. **Ability to:** Continuously bend, lift and transport supplies, materials and heavy objects weighing approximately 100 pounds; maintain effective working relationships with supervisors, fellow employees, and the general public; understand and follow oral and written instructions; and safely operate City vehicles.

**WORKING CONDITIONS**

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations and inclement weather, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust with occasional exposure to hazardous work conditions. Physical demands require bending, stooping, and frequently lifting moderately heavy to heavy objects (up to 100 pounds) and other physical exertion. Incumbent may have some exposure to irritating chemicals; must be able to see and hear in the normal range with or without correction; must observe and maintain established safety policies and procedures and take appropriate precautions to preserve their safety and that of others during the course of performing daily tasks. Incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, that may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.



APPROVED: \_\_\_\_\_  
CITY MANAGER

DATE (REVISED): **October 6, 2011**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
Shared/jobdescriptions(Final)/City-wide/MaintenanceAide10/6/11[chw]