



# Temporary (Extra-Help) Maintenance Assistant

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## Salary

\$17.98 Hourly

## Final Filing Date

Monday, October 22, 2018, 4:00 p.m.

## POSITION

The Temporary (Extra-Help) Maintenance Assistant works under close supervision in the maintenance and repair of City buildings, parks, streets, sidewalks, sewers, and water and drainage facilities, as well as other related work as assigned.

A Temporary (Extra-Help) Maintenance Assistant is responsible for performing a wide variety of work to assist in the maintenance and necessary repairs of City property. The incumbents receive general supervision and lead direction from supervising Maintenance Workers.

## ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following)

These duties are a representative sample. Position assignments may vary.

- Removes litter, leaves and tree trimmings.
- Plants, waters, stakes and prunes plants and trees.
- Mows, fertilizes, waters, and repairs lawns.
- Assists with the inspection, repair, and installation of water irrigation systems.
- Performs tasks essential to graffiti and weed abatement.
- Cleans and maintains City buildings and public restrooms.
- Assists in the installation, repair and maintenance of water, sewer and storm drain facilities.
- Performs manual handwork associated with moving soil, mulch and wood chips.
- Cleans and maintains tools and equipment.
- Operates motor vehicles and light and medium power/motorized equipment.
- May be assigned as an Emergency Response Worker in the event of a disaster or emergency.
- Performs related duties as assigned.

## QUALIFICATIONS

Sufficient education, training and/or experience to perform the required duties of Temporary (Extra-Help) Maintenance Assistant.

## EDUCATION AND/OR EXPERIENCE

Positions in this class typically require the following:

- Any combination of education, training and experience which likely provides the required knowledge and abilities.
- Manual work experience is desirable.

## LANGUAGE SKILLS

- Ability to follow verbal and written instructions.
- Ability to communicate effectively both verbally and in writing.

### **MATHEMATICAL SKILLS**

- Ability to add and subtract two-digit numbers and to multiply and divide.
- Ability to perform these operations using units of weight measurement, volume, and distance.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out simple one- or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid Class C California Driver's License.

### **SPECIAL REQUIREMENTS**

- Per California State law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits, and operable windows.

### **OTHER QUALIFICATIONS**

#### **Knowledge of:**

- Safe and proper usage of hand tools and light power tools.
- Laws pertaining to the operation of motor vehicles and safe driving practices.
- Occupational hazards and safety precautions.

#### **Skill to:**

- Operate, maintain, and clean tools and equipment.

#### **Ability to:**

- Perform a variety of unskilled and semi-skilled maintenance and construction tasks.
- Learn and operate a variety of light and medium power/motorized equipment.
- Establish and maintain cooperative working relationships.
- Follow safe work practices and observe safety rules and precautions.
- Maintain good public relations with people contacted during work assignments.

### **PHYSICAL DEMANDS**

- Ability to perform heavy manual labor.

### **WORK ENVIRONMENT**

Positions in this class require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and making repetitive hand movements in the performance of daily work activities. The work also requires both near and far vision when operating power tools, vehicles, and equipment. The ability to lift, push, and drag equipment and supplies weighing up to 80 pounds is required.

Additionally, incumbents in this class work in all weather conditions, including wet, hot, and cold. Incumbents may use cleaning products, and fertilizers exposing the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the employee to climb on ladders; use power, noise and vibration producing tools and equipment; drive motorized vehicles and equipment; and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards.

### **TO APPLY**

A completed City of Sebastopol application is required. Resumes will not be accepted without an application. Applications will be accepted by the City of Sebastopol Public Works Department until Monday, October 22, 2018, at 4:00 p.m.