

MAINTENANCE HELPER

DEFINITION

Under supervision performs a variety of unskilled and semi-skilled maintenance and repair work; helps other maintenance and operations staff in custodial, grounds, vehicle repair and general maintenance; performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Incumbents in this class are expected to help journey level maintenance personnel in a wide variety of tasks in any of the skilled areas. Incumbents could be working in the bus garage, in the paint shop, in a classroom or outside. Task assignments are less difficult and more routine than those normally assigned to the maintenance classes and incumbents generally receive closer supervision.

EXAMPLES OF DUTIES

Performs regular preventative maintenance, servicing, and detailing of District vehicles and equipment; assists mechanics in making all types of repairs to gasoline, electric, diesel, and multi-fuel powered engines. *E*

Assists mechanics in brake system repairs, engine tuning, small engine repair, component replacement, tire changes, body and fender repairs and prepares vehicles for painting. *E*

Performs routine interior and exterior cleaning at a school plant. *E*

Picks up trash, prunes shrubs, cleans sidewalks, and operates sprinkler systems. *E*

Performs heavy manual labor. *E*

Assists skilled trade workers in the performance of a wide variety of work. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic tools used in general maintenance trades; and
2. Appropriate safety precautions and procedures.

Ability to:

1. Use the tools, equipment, and materials of the general maintenance trade;
2. Acquire skill quickly in work requiring mechanical ability;
3. Perform heavy manual labor;
4. Maintain tools and equipment used and assigned in clean, working order providing proper security;
5. Understand and carry out oral and written instructions;
6. Establish and maintain effective relationships with those contacted in the course of work;
7. Maintain simple records; and
8. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Some work experience demonstrating reliability and good work habits.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; subject to noise from equipment operation; regular exposure to fumes, dust, dirt, oil/grease; and subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; lifting heavy objects weighing up to 100 pounds; bending at the waist; and kneeling or crouching.

Hazards:

Vapors from paints and solvents; working in a cramped or restrictive work chamber; working with power saws and flying debris; working at heights on ladders or scaffolding; and working with electrical power supply.

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