



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: MAINTENANCE ASSISTANT I - III

DEFINITION: Under supervision, performs a variety of routine maintenance, semi-skilled maintenance, and/or custodial duties.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - performs custodial duties, routine maintenance duties, and/or receives training for semi-skilled maintenance duties.
- Grade Level II - performs routine semi-skilled maintenance duties, operates various light to medium vehicles and equipment, and may perform in a lead capacity over a crew performing custodial duties and/or routine maintenance duties.
- Grade Level III - performs more complex semi-skilled maintenance duties, operates various medium to heavy vehicles and equipment, and may perform in a lead capacity over a crew performing semi-skilled maintenance duties.

EXAMPLES OF DUTIES:

The duties may include, but are not limited to, the duties listed below.

Maintenance Assistant I

- Performs a variety of custodial duties including: cleaning, sweeping, mopping, and waxing floor coverings and walkways; vacuuming, cleaning, and shampooing carpets; cleaning, dusting, and polishing woodwork, walls, partitions, equipment, and furniture; washing windows; cleaning restroom fixtures and replenishing restroom supplies; disposing waste and cleaning waste receptacles and ashtrays; filling and maintaining water coolers; replacing light bulbs and lamps; and other related custodial duties.;
- Reports hazardous conditions and needed repairs;
- Performs other related duties as required.

Maintenance Assistant II

- Performs a variety of routine semi-skilled maintenance duties including: assisting in grass, shrub and tree cultivation; assisting in simple cement, carpentry and painting work; salvaging and reconditioning pipe and other material and equipment; and other related maintenance duties;

MAINTENANCE ASSISTANT I-III (continued)

- Operates various light to medium vehicles and equipment including: edgers, backpack blowers, rototillers, chippers, trucks, and other types of vehicles or equipment;
- May work as a member of a construction, building maintenance, street maintenance, landscaping maintenance, park maintenance, or marine maintenance crew;
- May perform in a lead capacity over a custodial crew or routine maintenance crew including assigning, overseeing, training, and inspecting the work of subordinates;
- Prepares simple reports;
- Performs other related duties as required.

Maintenance Assistant III

- Performs more complex semi-skilled maintenance duties that may include: assisting skilled trades and personnel in performing minor carpentry, painting, electrical, plumbing, and cement work; making minor electrical repairs; maintaining and replacing traffic signal lamps and signal heads; assisting journey-level plumbers in the installation, testing, maintenance, and repair of pipes, fittings, and fixtures for heating, water supply, and waste disposal systems for buildings; testing and repairing backflow devices; checking, adjusting, maintaining, replacing, and making minor repairs to irrigation sprinkler systems; inspecting, testing, and repairing fire extinguishing equipment and appurtenances; laying hot or cold mix bituminous paving; acid washing, relining, and resurfacing game courts; and other related semi-skilled maintenance duties:
- May operate various medium to heavy vehicles and equipment including: trucks, buses, trailerized equipment, garden-type tractors, forklifts, miniature rollers, trenching attachments; and other types of vehicles or equipment;
- May serve in a lead capacity over a crew performing a variety of semi-skilled maintenance duties that include: assigning, overseeing, training, and inspecting the work of subordinates; and conducting inventory and ordering supplies;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Ability to understand and follow oral and written directions; use common hand and power tools used in skilled trades, maintenance, or custodial work; deal courteously with the public; use simple arithmetic; endure long periods of physical labor.
- Some positions require the ability to lift and move heavy objects; a medical exam by the Occupational Health Officer is required to verify if an individual is capable of performing this essential function.
- Willing to work various hours/shifts, weekends, and holidays are required; work where there are many rules and regulations that are strictly enforced; keep work area neat, clean, and orderly.

MAINTENANCE ASSISTANT I-III (continued)

- Some positions require the ability to report to work for emergencies within thirty (30) minutes at a location in the City limits as specified by the hiring department.
- A valid Class C motor vehicle operator's license is desirable and is required for most positions.
- Some positions require a valid Class A or B motor vehicle operator's license and are subject to the alcohol and drug testing requirements of the Department of Transportation, Federal Highways Administration.
- If required, candidates must show proof of a valid Class A, B, or C motor vehicle operator's license prior to appointment and a current DMV driving record must be submitted to the hiring department at time of selection interview.

HISTORY:

Consolidated Custodian I/II with Maintenance Assistant I/II and added Grade Level III:
10/01/96, Revised: 02/26/97, 12/79.

Approval/Adoption Dates: 12/17/96 - Human Resources Department
02/26/97 - Civil Service Commission