



## JOB DESCRIPTION

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**JOB TITLE:** Maintenance Assistant I

**JOB CODE:** 2630

**DEPARTMENT:** Varies

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Department Supervisor/Manager

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### SUMMARY OF JOB PURPOSE

Performs a variety of un-skilled to semi-skilled maintenance tasks including inspection, repair, and upkeep of various County buildings, grounds, and other facilities as assigned.

### ESSENTIAL FUNCTIONS

1. Performs general building maintenance and custodial upkeep to include painting, basic plumbing, and minor carpentry, and minor electrical repair, such as changing of light bulbs, light switches and ballasts; ensures cleanliness of buildings including restrooms, shops, break rooms, kitchens, meeting rooms, etc.; cleans up spills and unsanitary conditions when they occur and ensures compliance with applicable OSHA regulations; provides pest control.
2. May perform grounds keeping and maintenance of parks and grounds including mowing, trimming, edging, weed spraying, planting, mulching, irrigation maintenance and repair, aerating, and fertilizing, and repairing fences; performs snow removal duties as necessary; utilizes proper safety precautions in all work performed.
3. May be responsible for maintaining athletic fields by preparing field layout, painting lines, grooming fields, raking sand courts, and maintaining scoreboards and bleachers.
4. May operate various gas and diesel powered equipment, power tools, and hand tools while performing repair and preventative maintenance of facilities and grounds; repairs or replaces equipment and components as necessary; tracks and orders supplies as necessary.
5. May support special events and various meetings by reserving facility space, assembling and disassembling meeting rooms, clean up and removal of park equipment, hauling of bleachers, and running of temporary fencing as required; may be required to open and close buildings for renters/special events, conduct inspections of building before and after rentals, and provide renters with instructions on the use and cleanup of building.
6. May complete other special projects to include, but not limited to, installing interlocking pavers, mounting memorial plaques, chipping and disposal of Christmas Trees, etc.
7. Inspects buildings, grounds, parks, roads, and other areas relative to safety and security; assists with inspections, repairs, and/or modification of all fixtures and components.

### ADDITIONAL ESSENTIAL FUNCTIONS (Positions located in Building & Fleet Services)

1. Receives and stores County surplus property; tags, verifies paperwork, and assigns storage location and number; coordinates yearly surplus auction and on-line auction; responds to inquiries and follows-up as appropriate.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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2. Receives delivery of purchased items, verifies order for accuracy and completeness, and marks materials with identifying information; opens bales, crates, and other containers and records amount of materials or items received or to be distributed.
3. Sorts and places materials or items to be added to inventory on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code; uses a computer to maintain inventory records and prepare associated reports.
4. Fills requisitions, work orders, or other requests for materials, tools, or other stock items and distributes items to various County departments.
5. Performs a monthly mileage/fluid check on all Motor Pool Vehicles located throughout the County; maintains the parts room at Vehicle Maintenance, orders stock and special-order parts, oils, greases, and other operating supplies; cleans, organizes, and inputs inventory into computer system.
6. Loads, unloads, and moves products and/or materials operating a forklift, following established safety procedures.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED); must have the ability to understand and follow instructions and learn new skills.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; speak effectively before groups of customers and/or employees of the County.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and an acceptable driving record; must possess or have the ability to obtain certification as a fork lift operator within 30 days of employment for some positions.

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#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb to a height of 20 feet, balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or carry up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high and precarious places, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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