



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: GENERAL MAINTENANCE ASSISTANT

EXAMPLES OF DUTIES:

- Under general supervision, performs a variety of semi-skilled maintenance and repair work on city buildings, equipment and fixtures;
- Performs rough carpentry and semi-skilled electrical, plumbing and mechanical work;
- May perform some welding and soldering;
- Operates a variety of hand and power tools and shop equipment;
- Paints equipment and exposed surfaces for protective purposes;
- Patches breaks in cement work;
- Salvages, cuts and rethreads old pipe,
- Installs, inspects and repairs playground equipment to insure safe usage by the public;
- Repairs locks;
- May operate a light truck;
- May operate and make minor adjustments to air conditioning, heating and refrigeration units;
- Keeps simple records and prepares reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Three years recent experience in general building, maintenance and repair, involving a variety of minor carpentry, electrical, masonry, painting and plumbing work.

City employees who have gained required experience in a training capacity must present at time of filing a properly approved "Verification of work Experience" form. (Forms are available in the Civil Service Office.)

A valid driver's license, California license preferred.

HISTORY:

Approval/Adoption Dates: 10/06/66