

**TITLE:**                    **GENERAL MAINTENANCE ASSISTANT**

**DEFINITION:**        Under general supervision, performs a variety of semi-skilled maintenance, repairs and alterations on City facilities, equipment and fixtures.

**EXAMPLES OF DUTIES:**

- Assists in building activities, including maintenance, minor construction maintenance, and repair operations using various materials, equipment and tools.
- Uses or operates a variety of hand, power, and shop tools or equipment to perform minor carpentry, window glazing, plumbing, mechanical, masonry, drywall repair, concrete, minor HVAC, and minor electrical repairs;
- Prepares and paints a variety of surfaces, using brush, roller or spray equipment;
- Installs and repairs chain link fencing;
- Performs preventive maintenance on HVAC systems;
- Salvages used equipment and materials;
- Installs, inspects and repairs playground equipment;
- Conducts repairs and replaces lighting fixtures;
- Operates and understands the basic use of a digital multi-meter;
- Assembles office furniture;
- Maintains, repairs or replaces locks and associated security hardware;
- Operates a light duty truck;
- Maintains and makes minor adjustments or repairs to air conditioning, heating and refrigeration units;
- Keeps simple records and prepares simple reports and sketches;
- May perform abatement (Non-Hazardous) work, repairs and installs roadway signs;
- May work in marine environment which may include work on docks and gangways;
- Some positions may act as a lead to subordinate personnel;
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Three (3) years of paid, full-time equivalent experience in general building maintenance and/or construction and repair, including a variety of carpentry, electrical, mechanical, masonry, painting, plumbing, HVAC and related work.

Vocational training in the related trades may be substituted on a year-for-year basis, for up to one (1) year of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of basic electricity, plumbing, carpentry, and related trades;
- Knowledge of safe and efficient work practices;
- Knowledge of a variety of common maintenance and repair tools, materials and techniques;
- Ability to safely and efficiently use a variety of hand and power tools, equipment and materials;
- Ability to operate machinery and equipment to semi-skilled maintenance, repairs and alterations;
- Ability to read and interpret, schematics, drawings and blueprints;
- Ability to communicate effectively verbally and in writing;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

Willingness to work irregular hours, on-call, weekends, holidays, evenings, shifts, and overtime as required.

Valid motor vehicle operator's license.

**HISTORY:**

Established: 10/06/1966

Revised: 12/08/2021

Civil Service Commission Approval/Adoption Date: 10/06/1966; 12/08/2021