

## MAINTENANCE ASSISTANT

**Class Code:** 468

**Range:** E/12

**Definition:** Under immediate supervision, to perform semi-skilled work using several crafts in the construction, repair and maintenance of county buildings, property and equipment; to perform related work as required.

**Distinguishing Features:** The Maintenance Assistant is a semi-skilled worker. Assignments include construction, repair and maintenance on buildings and facilities. Employee follows established methods and procedures, with all but minor variations referred to a higher level employee. As experience as acquired, the employee performs duties with less immediate supervision.

### **Examples of Important and Essential Duties:**

*The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:*

- c Assist in the construction, repair, alteration and maintenance of buildings and facilities, property and equipment.
- c Paint interior and exterior finishes and fixtures using brush, roller or sprayer.
- c Operate and maintain a variety of hand and power tools and equipment in the repair and maintenance of county facilities.
- c Perform duties as required in all aspects of property improvement, maintenance and repair.
- c May assemble, set up, and/or move furniture, props, equipment, etc., as necessary.
- c Requisition, pick up and deliver supplies as directed.
- c Complete and submit accurate logs and reports as required.
- c Work irregular shifts as required.

### **Auxiliary Duties:**

*The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:*

- c Maintain a clean and orderly workplace.
- c Perform related duties as assigned.

### **Qualifications:**

**Minimum Qualifications:** A high school diploma or equivalent and some experience in construction, maintenance or repair work.

**Knowledge, Skills and Abilities:** Position requires general knowledge of the methods, practices, tools and materials used in construction and maintenance; knowledge of the hazards and practice of safety on the job; use basic mathematics for calculating totals and measuring distances; operate a variety of tools and equipment with skill; understand and carry out oral and written directions; establish and maintain cooperative working relationships with co-employees and the general public.

**Special Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Tasks involve frequent walking and standing; perform strenuous or heavy manual work, sometimes in adverse weather conditions; perform lifting and carrying objects of moderate to heavy weight; and the operation of vehicles, shop and hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. May involve the complex operation of gasoline, electric or diesel-powered machinery vehicles involving manipulation of multiple controls. Tasks require visual perception and discrimination as well as oral communications ability. Tasks may require exposure to uncomfortable physical conditions, including heat, cold, wetness, strong odors and/or smoke, strong and/or toxic chemicals, electrical currents, dust and pollen.

**License or Certificate:**

Requires possession of a valid, appropriate Oregon driver's license and a good driving record.