

**City of San José**  
**CLASS SPECIFICATION**

**Title: Maintenance Assistant FT/PT (3108/3109)**  
**Maintenance Worker I FT/PT (3113/3112)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-Exempt

**CLASS SUMMARY**

Under immediate (Maintenance Assistant) or general (Maintenance Worker I) supervision, performs unskilled (Maintenance Assistant) or semi-skilled (Maintenance Worker I) work in the maintenance and repair of streets, sewers, parks and public facilities. Digs holes, trenches, and ditches. Operates a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicle, trucks and equipment relevant to work performed, ensuring compliance with safe working practices. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Maintenance Assistant/Maintenance Worker I is the flexibly staffed entry/journey class in the Maintenance Worker series, described as follows:

Maintenance Assistant - This is the entry-level class in the Maintenance Worker classification series. This class is responsible for providing unskilled support for assigned maintenance operations and/or programs. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Maintenance Worker I level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Maintenance Worker I - This is the journey-level class in the Maintenance Worker classification series responsible for performing the full range of semi-skilled tasks for assigned maintenance operations and programs. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Maintenance Worker II in that the latter class performs the more complex work assigned to the series, and serves as a lead worker over a small maintenance crew.

Depending on the work group or assignment, incumbents may be required to work on Saturdays, Sundays, and holidays.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Maintenance Assistant

Completion of high school or equivalent (General Educational Development [GED] Test or California Proficiency Certificate).

Maintenance Worker I

Completion of high school or equivalent (General Educational Development [GED] Test or California Proficiency certificate) AND one (1) year of experience in the maintenance and repair of streets, sewers, parks and public facilities.

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**Required Licensing (such as driver's license, certifications, etc.)**

As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1	Digs holes, trenches, and ditches; loads, unloads, shovels, and rakes sand, gravel, dirt, fertilizer, loam, asphalt, and other materials	Daily/Several Times
2.	Operates a wide range of hand, mechanical and power tools, as well as a variety of light and heavy vehicle, trucks and equipment relevant to assigned work; complies with all safety regulations in the operation of tools and equipment.	Daily/Several Times

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3.	Participates in, or performs, a variety of semi-skilled tasks such as cleaning catch basins and plugged sewers; repairing and unplugging sewer laterals, mains and storm drains; repairing and replacing water lines; repairing and patching street surfaces; and installing and repairing chain-link fences.	Daily/Several Times
4.	Performs labor in the planting, cultivating, trimming, removing, watering, and spraying of lawns, plants and other vegetation.	Daily/Several Times
5.	Performs duties with respect to vehicle, pedestrian, bike lane, and general traffic safety in work areas; sets up cones and barricades for traffic and safety control; may perform as a flag person.	Daily/Several Times
6.	May perform welding, cutting, drilling and repairing of metal fixtures and equipment.	Daily/Several Times
7.	Picks up, receives, inventories, issues, and delivers parts, tools, machines, equipment and supplies.	Daily
8.	Cleans and lubricates machinery, engines, and equipment using steam and solvents.	Daily
9.	May provide information and deal with the public.	Daily
10.	May complete vandalism reports, work orders and other related service forms; tracks daily performance and enters data into automated system.	Daily
11.	Picks-up garbage and litter around the City facilities and auxiliary areas.	Daily
12.	Performs labor in the erecting of tree supports, building of park benches, barbecue pits, retaining walls and other items.	Weekly
13.	Installs and repairs sprinkler lines and irrigation systems.	Weekly
14.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

### **PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;

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- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 5/80, Rev. 7/89, Rev. 1/92, Rev. 4/92, Rev. 06/17; s001*