

MAINTENANCE ASSISTANT

DEFINITION

Under general supervision, performs routine and unskilled duties pertaining to general facilities maintenance and support; moves furniture and equipment; helps set up facilities for special events; locks and unlocks buildings and facilities; performs routine and unskilled repairs and maintenance on furniture, fences, playground equipment and other items; performs routine and unskilled support on carpentry, plumbing, electrical, painting, locksmith, welding, HVAC and other projects; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first working level class in the Maintenance Support Series within the Yosemite Community College District (YCCD). Incumbents in this class perform routine and unskilled duties, particularly related to the moving of furniture and equipment and the setting up of rooms and various facilities for special events. Incumbents may also assist other staff by performing basic and unskilled tasks pertaining to carpentry, plumbing, electrical, painting, locksmith, welding, HVAC and other projects.

This class can be distinguished from the higher-level class of Maintenance Worker because incumbents in those classes perform semi-skilled duties that may encompass multiple trade areas such as carpentry, plumbing, electrical, painting, locksmith, welding, or HVAC technology.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a supervisor or manager, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

Incumbents do not directly or indirectly lead or supervise other full-time employees.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Moves furniture and equipment; arranges facilities and rooms for special events; transports and sets up staging units, risers, choral shells, chairs, tables, and other items.
- Locks and unlocks buildings, gates and other facilities.
- Performs unskilled maintenance, repair and construction tasks of a routine and general nature in support of carpentry, plumbing, electrical, painting, locksmith, welding and HVAC projects.
- Performs routine and unskilled construction and maintenance work pertaining to roofs, furniture, fences, playground equipment, shelving, whiteboards, bulletin boards and various other structures and fixtures.
- Operates equipment, such as a light truck, tractor and/or other motorized equipment.
- Maintains basic records; monitors supply and equipment inventories and recommends purchases.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work typically occurs in both indoor and outdoor environments. Duties may involve exposure to hot, cold, wet, humid, or windy conditions caused by weather; travel from site to site; and exposure to potentially hazardous chemicals, noise, dust and fumes.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Basic methods, materials, equipment, techniques and applications of carpentry, plumbing, electrical, painting, locksmith, welding, HVAC and other services.
- Operational characteristics of various hand and power tools.
- Occupational hazards and standard safety practices.

Ability to:

- Perform basic maintenance and repair work within the area of assignment.
- Safely and effectively operate and maintain a variety of hand and power tools and equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** frequent contact with others including some public contact.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of a High School diploma or GED.
- Experience: One year performing basic maintenance duties in an institutional setting.

Special Requirements:

- None

Class Adopted: 03/01/09
Class Amended: [7/1/2021](#)