

## MAINTENANCE ASSISTANT

### DEFINITION

Performs semiskilled and unskilled manual tasks related to the maintenance and repair of buildings and grounds, equipment, and appliances. Work assignments may be in any of the building trades.

### TYPICAL DUTIES

Assists journey-level workers in a variety of crafts to install, repair, maintain, and otherwise care for buildings, fixtures, equipment, and grounds by performing one or more of the following duties:

Makes minor repairs to and installs equipment or small appliances in buildings.

Safely operates common hand and machine tools in installation, maintenance, repair, and refinishing work.

Disassembles and assembles, cleans and sands, and otherwise prepares equipment, fixtures, or appliances for repair, overhaul and/or refinishing.

Performs heavy labor and semiskilled manual tasks involved in helping journey-level workers in a variety of crafts.

Performs recurring tasks such as carrying, moving, and delivering supplies and equipment.

Performs routine and preventive maintenance.

May test campus swimming pool water and operate pool equipment.

May prepare surfaces for painting or refinishing.

May operate power equipment such as trucks, lifts, skip loaders, pneumatic tools, saws, drills, sanders, and other items.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Maintenance Assistant** performs heavy labor and semiskilled manual tasks involved in assisting journey-level workers in a variety of crafts related to the maintenance and/or repair of buildings, equipment, appliances, or grounds.

A **journey-level crafts person** in one of the building trades performs skilled work in a trade specialty such as plumbing, carpentry, electrical, heating and air conditioning, and painting.

### SUPERVISION

General supervision is received from a General Foreman or facilities management staff. Work direction is received from a journey-level crafts person. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Practices, processes, and materials used in building, maintenance, and construction

Proper use of common hand and power tools

Proper methods for lifting and moving heavy objects

Knowledge of: (cont.)

Safety practices common to building, maintenance, and construction  
Safety requirements for handling toxic or hazardous materials

Skill in:

Using hand and power tools common to the building trades

Ability to:

Perform semi-skilled tasks involved in assisting a journey-level worker in the various trades  
Safely operate tools and machines common to the building trades  
Perform sustained heavy labor  
Work cooperatively with others  
Understand and follow written and oral instructions  
Work in more than one trade area, as directed  
Learn various testing methods of swimming pool water and operation of swimming pool equipment  
Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

One year of full-time paid experience involving the maintenance and/or repair of buildings, equipment, appliances, or grounds using hand or small power tools.

Experience with the Los Angeles Community College District as a Custodian, Gardener or Groundskeeper will be considered qualifying provided that experience with hand or small power tools can be documented.

Special:

A valid California class "C" driver's license.  
Access to an automobile.

Appointment to a position responsible for pool maintenance requires a valid Swimming Pool Service Technician certificate issued by Los Angeles County Department of Public Health that must be obtained within six months of employment.

SPECIAL NOTE:

Some positions may involve working with asbestos and/or lead and will require an incumbent to participate in an asbestos and/or lead medical screening examination in compliance with the California Code of Regulations, Title 8, Sections 1529 and 1532.1.