



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
MAINTENANCE AIDE
Classification Specification
(Classified)

DEFINITION

Under direct supervision, the Maintenance Aide is an entry level position performing unskilled and semiskilled duties related to the cleaning and maintenance of City buildings, facilities, park, recreation and community buildings; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The Maintenance Aide, depending on assignment, works under the supervision of a lead worker, crew leader, supervisor or director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Maintenance Aide position. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. changes light bulbs and fluorescent tubes;
2. sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets and furniture, etc.;
3. dumps trash and garbage cans and relines cans with liners;
4. cleans and sanitizes restrooms and replenishes supplies;
5. cleans spills, drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.;
6. washes windows, walls, metal and woodwork;
7. performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work;
8. inspects and maintains assigned custodial equipment and small tools for proper operating condition;
9. opens and closes, locks and unlocks facilities as needed;
10. keeps records of work completed;
11. maintains current skills and knowledge in the proper and safe techniques of building maintenance;
12. moves and sets up furniture, pictures, etc., as needed and assigned;
13. maintains inventory;
14. troubleshoot breakdowns or problems with site maintenance;
15. keep required records on work performed and plan and lay out assigned tasks;
16. may be required to work shifts, weekends and/or holidays; and
17. performs other related required duties.

DESIRED MINIMUM QUALIFICATIONS

Education, Training and Experience

1. Graduation from high school or GED; or
2. Any combination of education and experience that demonstrates the ability to perform the required duties for this position.

Knowledge and Abilities

1. basic working knowledge of equipment, materials and supplies used in building and grounds maintenance;
2. entry-level working knowledge of equipment and supplies used to do minor repairs;
3. some knowledge of first aid;
4. knowledge of safety precautions and procedures;
5. ability to perform heavy manual labor work assignments;
6. ability to perform building maintenance and repair work;
7. ability to identify and use proper hand tools, machinery used in various trades and building and grounds maintenance;
8. ability to work in close proximity to and learn to operate heavy motorized equipment;
9. ability to drive a pick up truck and observe legal and defensive driving practices;
10. ability to maintain routine records;
11. ability to observe safety rules and regulations;
12. ability to understand and carry out oral and written instructions;
13. ability to deal tactfully and effectively with the general public and other employees;
14. ability to erect and work from rigging and scaffolding;
15. ability to perform, or learn to perform a wide range of general grounds and building maintenance and repair work not requiring the full spectrum of all journey-level skills; and
16. ability to work alone or as a member of a crew.

License

A valid California motor vehicle operator's license is required along with a safe driving record, and proof of insurance at the time of appointment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit, stand, stoop or bend for up to two hours, talk, hear, and walk; reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls. The employee may lift objects up to 25 pounds or push objects up to 50 pounds. At times the employee may work in inclement weather or under adverse conditions (tight spaces, ducts, etc). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

WORKING CONDITIONS

Depending on the assignment, work may be regularly performed indoor or outdoor and seasons, climate and weather conditions will vary. On a regular basis the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are frequent factors. Moving objects, potential burns, and irregular work hours are occasional factors. Meeting deadlines is frequently encountered. Physical demands include continuous arm movements, standing, bending, pushing, and reaching.