



Job Description

Position:	Site & Facilities Assistant I	FLSA Status:	Non-Exempt
Department:	Site Operations	FTE:	Full Time
Reports to:	Site Maintenance Supervisor	Revised:	October 2023

DEFINITION:

Under direct supervision performs a variety of unskilled and semi-skilled tasks in the maintenance, repair, upkeep and construction of District site, landscaped areas, buildings, facilities, and structures. Supports landfill operations, separates materials for recycling and performs other job-related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This series specification includes two levels in the classification. This is the first level in the series and is an entry and working level class. Employees are assigned to perform heavy physical labor requiring strength, dexterity, and agility to assist with landscaping, site and building maintenance, repair, construction, and other duties as assigned in support of District operations.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Litter and debris removal on site.
- Lifts and moves heavy objects up to 50 lbs.
- Operates gardening equipment.
- Uses basic hand tools.
- Drives District vehicles.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Must show cooperation and respect to fellow employees and supervisors at all times.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge of and Ability to:

- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity, and coordination.
- Set up tables and chairs for District trainings and events.
- Lifts and moves heavy objects.
- Load stone, gravel, dirt, debris, and other materials and assists in loading and unloading trucks.
- Assists in basic facilities and building maintenance tasks.
- May clear and clean landfill site, recycling centers and landscaped areas.
- Uses and cleans basic tools used for work assignments such as weedwhackers, chain saws, and



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lawnmowers.

- May be assigned to operate light trucks.
- May maintain basic records of work performed and materials used.
- Other duties as assigned.

Knowledge of:

- Safe work practices, procedures, and Personal Protective Equipment (PPE).

Ability to:

- Learn basic methods, tools, equipment, and materials used in landfill maintenance, repair, and construction work.
- Work safely and apply safety policies and work procedures.
- Learn to perform semi-skilled maintenance, repair, and construction assignments.
- Adhere to an assigned work schedule, adjust working hours to include early evenings and/or Saturdays if necessary and meet District Attendance Standards.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Maintain good public relations with those contacted during work assignments.
- Establish and maintain cooperative working relationships.
- Support the goals and objectives of the Landfill and the District.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely without presenting a threat to self or others.

Special Requirements:

- Must maintain a California Driver's License Class C as a condition of employment.
- Pass a pre-employment physical examination including drug test and pre-employment assessment of safe work capacity in relation to the essential job functions and weight-lifting requirements. Possess and maintain a valid California driver's license, a safe driving record and driving habits for ongoing insurability to drive District vehicles.
- Acquire and maintain safety certifications as required.
- Adhere to related Federal, State, and Local safety laws and/or regulations.
- Wear and use and/or wear all required personal protective equipment (PPE) and other safety equipment when necessary.
- Work overtime, weekends, and holidays, as assignments require.
- Work under such adverse conditions as inclement weather, heat, dust, chemicals, and noise.
- Work in confined spaces.

Training, Education and Experience

- High School Diploma desired.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Physical Demands

Intermittently, sit while driving, operating equipment, walk, stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, twist and reach while inspecting or repairing, digging or clearing, use various tools and equipment and lift as necessary to perform assigned duties; perform simple and power grasping, pushing pulling and fine manipulation; distinguish colors used in marking utility facilities and lift or carry weight of up to 50 pounds without assistance and heavier objects with assistance. Walk for long distances and on sloped ground and uneven surfaces. Normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Mental Demands

While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment

Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; moderate exposure often works around moving vehicles and equipment; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print)

Date

Employee Signature