



# Job Description

---

<b>Position:</b>	<b>Maintenance Shop Assistant II</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Shop</b>	<b>FTE:</b>	<b>Full Time/Non-exempt</b>
<b>Reports to:</b>	<b>Equipment Maintenance Manager</b>	<b>Revised:</b>	<b>December 2023</b>

**DEFINITION:**

Under general supervision performs equipment shop cleaning and related duties. Performs a variety of unskilled and semi-skilled tasks related to the maintenance, repair, upkeep of landscaped areas, buildings, facilities, and structures. As well as mobile equipment cleaning and pressure washing. To include other job-related duties as assigned. May assist other departments with equipment manager’s approval.

**DISTINGUISHING CHARACTERISTICS:**

This series specification includes two levels of the Maintenance Shop Assistant II classification. This is the second level in the series responsible for performing 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.*

- Uses a variety of basic tools related to shop building and landscape maintenance.
- Drives District vehicles.
- Picks up and delivers parts and supplies as directed.
- Receives and distributes shipments for all departments.
- Performs a variety of manual tasks primarily involving physical strength, dexterity, and coordination.
- Maintain cleanliness and appearance of shop, shop equipment and landscape.
- Disposes of oils and other fluids related to vehicle and equipment maintenance.
- Cleans technician work areas regularly.
- Lifts and moves heavy objects up to 50 pounds without assistance.
- Basic facility and building maintenance tasks.
- Maintain, clear and clean various landscaped areas and shop equipment.
- Maintains basic records of work performed and materials used.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- 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 always show cooperation and respect to fellow employees and supervisors.
- Assists other departments as needed.
- Other duties as assigned.



# Job Description

---

## **MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:**

### **Knowledge of:**

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

### **Ability to:**

- Learn basic methods, tools, equipment, and materials used in landscape maintenance, repair, and construction work.
- Use hand and power tools safely.
- 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.
- 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.
- Work independently and accomplish various assignments while being given broad general instructions.
- Perform work assignments that require specialized skills beyond unskilled manual tasks or knowledge.

## **TRAINING, EDUCATION AND EXPERIENCE:**

- High School Diploma desired.

### **Special Requirements:**

- Must maintain a California Driver's License Class C as a condition of employment.
- Acquire and maintain safety certifications as required.
- Wear and use proper and appropriate safety clothing and personal protective equipment.
- Work under adverse conditions such as inclement weather, heat, dust, dirt, chemicals, and noise.
- Work overtime, weekends, and holidays, as assignments require.
- Work in confined spaces and in high work areas.

## **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.

### **Physical Demands**

Constantly stand and walk; ability to stoop, kneel or crouch to pick up or move materials or objects; physical ability to perform heavy physical labor; lift and move objects weighing up to 0 pounds without



# Job Description

---

assistance and heavier objects with assistance; perform simple and power grasping, pushing, pulling, 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; learn and apply new information or skills; 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**