

MAINTENANCE HELPER

Definition:

Under direct supervision, performs a wide variety of unskilled maintenance and construction duties and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Performs basic grounds keeping work such as raking, weeding, planting ground cover, watering, pesticide application and removing debris and undergrowth.

Cleans gutters, other drainage structures and sidewalks.

Cleans swimming pools, recreation facilities and other City facilities.

Cleans park areas, public rest rooms and picnic areas.

Operates a variety of manual and power tools and cleans tools used on the job.

Assists in planting, pruning and removing plants and shrubs.

Assists park, facilities and street maintenance crews by performing routine manual labor and maintenance work to include graffiti removal.

Lifts and moves objects to include loading and unloading supplies.

Empties trash receptacles.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Class Characteristics:

Maintenance Helper is a multi-incumbent, non-regular class within the Maintenance Services Department. Incumbents perform manual labor tasks in support of City maintenance crews.

Contacts and Relationships:

Maintenance Helpers have the majority of their contact within the Maintenance Services Department, although contact with other City employees and the public may occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Standard hand tools.

Methods used in basic laboring work.

Basic safety precautions and practices necessary when working with hand tools.

Ability to:

Perform manual labor and lift and carry objects safely.

Understand and follow oral instructions.

Communicate effectively orally.

Read at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Completion of the sixth grade.

AND

Experience:

None.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. Incumbents perform physical labor for extended periods of time requiring physical strength and endurance. Incumbents use a variety of tools and crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, and grasp, drag, lift and carry items weighing 30 pounds or less. Incumbents may work above shoulder level with power and/or hand tools

weighing 15 pounds or less for sustained periods of time. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Special Requirements: None.

Fair Labor Standards Act Designation: Non-exempt.

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