



City of Pacific Grove  
Established Date: 12/18/2013

## MAINTENANCE ASSISTANT

**SUMMARY:** Under close supervision, performs manual and unskilled work in the maintenance and repair of City streets, buildings, grounds, golf course, wastewater, and related assets and infrastructure for the Public Works Department (PWD)

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs manual and unskilled maintenance work; assists in the maintenance and repair of streets, buildings, parks, landscape, drainage, environmental systems, cemetery, and golf course; duties may vary according to job assignment, training, and individual skills.
- Assists in the set-up and maintenance of recreation and city facilities for events and programs.
- Performs routine clean-up following city events and programs.
- Cleans, maintains, monitors, and repairs areas of assignment, including buildings, golf course, landscape, hardscape, cemetery, special events, streets and signs, and drainage and irrigation systems.
- Monitors work sites and special events to ensure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition; follows safety rules and regulations, and uses proper safety precautions in all work performed; reports safety hazards, equipment problems, security issues, and emergency situations.
- Cross-trains with other work crews in PWD procedures, techniques, safety standards, and the use and maintenance of equipment and tools.
- Responds to questions from residents, and provides information and customer service;
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent is preferred.

#### Knowledge of:

- City policies and procedures.
- Basic methods and procedures used for public works operations.
- Safe work practices and safety precautions in public facilities.
- Facility, and equipment maintenance procedures and practices.

#### Skill in:

- Following verbal and written instructions, procedures, and safe work practices.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Identifying unsafe conditions and mechanical problems and notify supervisor of any safety issues.
- Establishing and maintaining cooperative working relationships with co-workers.

- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required; Specific training may be required for some job assignments.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed indoors and outdoors; requires moderate physical efforts in performing maintenance and repair projects; may be exposed to safety hazards and dangerous tools and equipment; may require vision capacity to perform fine calibrations and differentiate between colored wires