

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: MAINTENANCE AIDE

DEPARTMENT: AS ASSIGNED

BASIC FUNCTION:

Under general supervision, perform a variety of general labor in the construction, maintenance and repair in area of assignment.

DISTINGUISHING CHARACTERISTICS:

Maintenance Aide: This is the entry-level class in the maintenance worker series. Positions in this class normally perform general labor activities. Under the training concept, Maintenance Aides will be trained and become competitive for the Maintenance Worker series.

KEY RESPONSIBILITIES:

Dig trenches; prepare holes for plants, trees, or irrigation installation and perform basic unskilled manual labor; act as a helper or assistant to maintenance workers for various divisions including streets and facilities maintenance.

Prepare surfaces, mask designated painting areas and clean equipment.

Place traffic cones and assist with traffic control.

Water, mow, weed, trim, renovate, and fertilize grass.

Rake leaves, clean walks or streets fields, courts, and other facilities.

Load trimmings, debris and spoils, asphalt and concrete on trucks.

Spade and otherwise prepare ground around plants and shrubs, including mixing and applying fertilizers.

Plant trees, flowers, shrubs and turf.

Pick up rubbish and paper and perform general grounds and restroom cleaning.

Perform routine cleaning of park buildings and recreation buildings in the park area.

Operate basic power equipment compactors, light trucks and/or hand tools.

Assist in preparation and maintenance of parks, village planters, walkways, beach access and recreational facilities.

Expose sprinkler valves, heads and lines.

Perform routine maintenance and upkeep on swimming pools and water features.

Perform routine maintenance of city trails.

Perform trash collection service and transport materials as needed.

May assist in other areas or complete other tasks as assigned.

QUALIFICATIONS:

Maintenance Aide:

Knowledge of:

- Basic methods, tools, materials, and equipment used in maintenance and construction work.
- Safe work practices.

Ability to:

- Use the hand and light power tools required in general grounds and public works maintenance work.
- Perform heavy manual labor.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships in the course of work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be six months of experience performing duties comparable to those of a Maintenance Aide.

SPECIAL REQUIREMENT:

Possession of an appropriate California driver's license.

Ability to consistently work weekend schedules.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

Must possess sufficient strength and stamina to lift, carry and manipulate objects weighing up to 75 pounds and to perform sustained heavy physical labor. Must be willing to work outdoors in all weather conditions, to work to knee level in irrigation trenches and with exposure to potentially hazardous conditions. Must be available to work overtime and respond to emergency calls; work varying hours, including weekends, holidays, days off and perform "stand-by" duty as needed.

DATE APPROVED: June 7, 2005