

SERVICE AND MAINTENANCE AIDE

SALARY: \$15.00 - \$17.00 Hourly

Par Time, 20 Hrs./Week

Permanent/Temporary Employee

Non-Exempt Classification – Overtime Provided per Municipal Personnel Policies

Definition:

This is a part-time, at-will, non-benefited position. Hours are limited to less than 1,000 hours per year.

The City of San Juan Bautista is currently recruiting for Service and Maintenance Aides to join our team. The Service and Maintenance Aide is used to provide unskilled/semi-skilled labor and maintenance work. Service and Maintenance Aides are assigned to the City's Public Works Department, and are used in various divisions including parks, streets, building services, and water operations.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Sweep, mop, and clean areas; clean and sanitize restrooms.

Load and unload supplies and materials.

Work as part of maintenance crews involved in City service areas such as parks, streets, or utilities.

Operate construction equipment such as dump trucks, and front loaders; operate a variety of power tools such as hammers, compressors, paint sprayers, and saws.

Maintain and repair public sprinkler systems.

Pick up trash on property and remove noxious weeds.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Safe work practices.

Tools, materials and equipment used in general maintenance work.

Ability to:

Understand and follow oral and written directions.

Depending on assignment, perform occasional lifting from 75 to 100 pounds.

Work in confined spaces.

Perform manual labor and custodial duties of a routine nature in assigned maintenance area.

Perform basic arithmetic.

Establish and maintain cooperative relationships with those contacted during the course of work.

Respond appropriately to deadlines and emergencies.

Work with the public at large public events.

Prepare basic reports and maintain work records.

Experience and Training Guidelines:

Experience:

No specific experience is required.

Training:

Ability to read and write at a level necessary for acceptable job performance, including the ability to

follow and interpret instructions and to perform basic arithmetic.

License/Certificates:

Possession of a valid Class C California driver's license is required. Before an offer of employment can be

made, candidates will also be required to provide a current DMV printout. The DMV printout will be

required at time of interview.

Additional Requirements:

Must be a minimum of 18 years of age by the final filing date.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; occasional bending and squatting. Lifting: frequent lifting up to 10 pounds; occasional lifting up to 100 pounds. Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion, frequent writing, grasping, holding and reaching. Hearing/Talking: frequent hearing

and talking. May be required to wear ear protection or hear in noisy conditions. Emotional/Psychological: frequent decision-making and concentration; frequent public and/coworker contact; occasional working alone. Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Conditions will vary depending on assignment. Work may also be performed in a typical outdoor environment on a year-round basis subject to street or field noise and year-round weather conditions. Duties may include some recreation-related field noise. Positions may require some overtime and weekend work, and travel is rare.