

Maintenance Worker Assistant

**CITY OF BOULDER CITY
NEVADA**

CLASS TITLE: Maintenance Worker Assistant

BASIC FUNCTION: Positions in this class work in a variety of divisions for the City performing routine manual labor. Under this training concept, positions assigned to a Maintenance Worker classification which become vacant, may reasonably be filled at the Maintenance Worker level.

DISTINGUISHING CHARACTERISTICS: This class represents the entry working level. It is distinguished from the Water and Sewer, Street, Landscape, and Golf Course Maintenance Worker in that the latter class performs the more complex and difficult tasks in maintenance and repair work in their related fields.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are representative only and are not intended to cover the full range or scope of duties in this class.)

1. Assist in cleaning sanitary sewer lines of debris such as grease, sand roots, and rocks using a jet-rodder, hydraulic flusher, or mechanical rodding equipment.
2. Assist in cleaning catch basins to remove accumulated debris.
3. Assist in clearing and removing weeds and litter from roadside drainage ditches using hand tools such as pitch forks and mechanical tools such as weed eaters, and in reshaping the drainage ditch to permit proper storm waterflow using hand tools such as shovels and operating dump trucks and water trucks.
4. Assists in the installations and repair of sanitary and storm sewer pipe utilizing hand tools such as shovels, power tools such as pavement breakers, and operating dump trucks to haul materials to and from the job site.
5. Assist in the building and remodeling of offices including framing of walls and hanging of sheetrock; sheet metal work; change plumbing valves, run new water lines, repair urinals and sinks.
6. Assist in preparation of surfaces to be painted such as walls; maintenance and installation of traffic signs; layout crosswalks, curbs, and streets for pavement marking.
7. Assist in repairing asphalt failures and potholes by cleaning and filling with temporary or permanent patches of asphalt using hand tools such as a shovel or rake and power tools such as pavement breakers, and operating dump trucks to haul asphalt to the job site.
8. Assists in sealing cracks in asphalt pavement streets.
9. Assists in repairing and replacing concrete sidewalks and curbs including the construction of forms, rodding, tamping and finishing the concrete.
10. Assists in cleaning and maintaining the Wastewater Treatment Plant.

11. Assists in maintenance of City parks and/or landscaped areas using lawnmowers, power edgers, and other tools.

12. Assists in reading meters for the City's utilities and records the volume used by residential and commercial customers.

13. Assists in the installation and repair of the irrigation systems.

14. Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Functions of common hand tools such as shovels, pickax, and the like.
- Proper method of operating motorized equipment.
- Safe working practices.

ABILITY TO:

- Properly use and care for hand and power tools, equipment and materials related to the maintenance of the City divisions.
- Obtain skills in learning the methods used in performing tasks accomplished by the maintenance worker classifications.
- Perform manual work such as digging, raking, sweeping and hoeing.
- Lift and/or move heavy objects.
- Keep simple records.
- Communicate effectively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school or, the equivalent; and some experience in maintenance and the use of common hand tools.

LICENSES: Possession of or the ability to obtain within ninety (90) days of appointment a valid Class B State of Nevada Motor Vehicle Operator's License with tanker endorsement and; Any certifications and/or licenses required by the Maintenance Worker position; and Federal and/or State Law must be obtained within the time frame set by the Department Director.

All required licenses and certifications are conditions of employment. Required licenses and certifications must remain valid and in effect throughout incumbency.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: This position may receive supervision from a Maintenance Worker, Senior Maintenance Worker, Supervisor, Superintendent or Department Director depending upon how the job is scheduled.

PHYSICAL EFFORT:

Performs physically demanding manual work in lifting, pushing, or pulling heavy objects and

operating motor driven equipment and other power equipment.

CONTACTS:

- Members of the public
- Co-workers
- Other departmental personnel
- Other City department staff

WORKING CONDITIONS: Subject to adverse weather conditions, toxic agents, hazards associated with the operation of various motor driven and hand held power tools and equipment.

NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodation with the employer.