VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: MAINTENANCE ASSISTANT II

BASIC FUNCTION:

Under the direction of the Director of Maintenance & Operations or Supervisor of Maintenance, perform semi-skilled to skilled maintenance, repair, and construction duties on campus buildings and equipment; assist other skilled trades workers as assigned.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Assistant II classification performs a variety of semi-skilled to skilled work in the maintenance, construction and repair of campus facilities and equipment. The work requires the use of journey-level tools and the ability to do skilled work in one of the trades. However, work of a semi-skilled nature is frequently assigned to the incumbent. Incumbents in the Maintenance Assistant classification perform routine semi-skilled maintenance and repair work on campus facilities and equipment.

REPRESENTATIVE DUTIES:

Perform semi-skilled to skilled maintenance, repair and construction work in the basic trades such as carpentry, painting, electrical, welding, masonry, glazing, plumbing and heating; assist other skilled trades personnel in the performance of their work; work from blueprints, drawings, sketches or verbal instruction. E

Perform a variety of gas and arc welding work; fabricate, install and repair utility lines, fencing, gates, furniture and other equipment and structures. E

Construct, install, maintain and repair roofs, gutters, signs/posts, furniture, fences, cabinets, shelving, chalkboards and bulletin boards. E

Install, repair, and maintain gas and water lines; install and repair doors and window glass; perform a variety of glazing work; repair roof and window leaks; install, adjust, repair and maintain electrical equipment and a variety of apparatus. E

Assist in the repair and maintenance of hearing and cooling equipment; repair and replace floors and ceiling tiles; assist in the installation, repair and maintenance of door locks and enclosures. E

Perform a variety of masonry work involving plaster, stucco and concrete; form, pour, shape and finish concrete. E

Prepare surfaces, mix paints and finish a variety of equipment, furniture and other physical structures. E

Established December 1993
MAINTENANCE ASSISTANT II (continued)

Prepare and maintain a variety of records and reports related to work orders, labor and materials.

Operate a variety of power tools and equipment related to function, to include table saws, drills, skill saws, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, tractors, trenchers, chipping hammers and other maintenance tools and equipment.

Assist skilled trade workers as assigned.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Trades used in building and equipment maintenance, alteration and repair
- Methods, equipment and materials used in maintenance trades
- Technical aspects of the field of specialty
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Health, safety and environmental compliance regulations

ABILITY TO:

- Perform semi-skilled to skilled maintenance work in general maintenance, repair and construction of campus facilities and equipment
- Safely operate a variety of tools and equipment related to assigned function including saws, drill presses, grinders, welding equipment and other machines and tools used in the basic trades
- Work from blueprints, drawings and sketches
- Plan and organize work
- Analyze situations and accurately adopt an effective course of action
- Maintain simple records and reports
- Perform heavy manual labor
- Establish and maintain a cooperative working relationship with others
- Understand and follow oral and written directions
- Observe campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years experience in general maintenance and repair or construction and two years experience performing skilled work in the field of specialty

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license
MAINTENANCE ASSISTANT II (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Subject to driving a vehicle to conduct work

PHYSICAL ABILITIES:

Lifting and carrying objects weighing up to 50 pounds
Pushing, pulling, walking and standing for extended periods of time
Dexterity of hands and fingers to operate a variety of hand and power tools
Reaching overhead, above the shoulders, and horizontally
Kneeling or crouching
Climbing and working from ladders or scaffolding