

**JOB DESCRIPTION**  
**Maintenance Trades Assistant**  
**Code Number: 36006**

**GENERAL PURPOSE**

Under immediate supervision, performs unskilled and semi-skilled work in assisting and supporting craft and trade personnel in the construction, maintenance, repair and servicing of District systems, facilities, vehicles and equipment; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Maintenance Trades Assistant is an entry-level class. Initially under direct supervision, incumbents learn and perform a variety of unskilled and semi-skilled tasks in the construction, installation, maintenance and repair of a variety of District systems, facilities, machinery and equipment. Incumbents in this class perform a variety of tasks assisting and helping journey-level maintenance and trades personnel and crews. Incumbents may be assigned to one of several maintenance divisions/sections, including but not limited to distribution system maintenance and construction; wastewater collection system maintenance and construction; mechanical maintenance and construction; electrical maintenance and construction; vehicle maintenance; and facilities maintenance and construction. Maintenance Trades Assistants are typically assigned to work on a crew, assisting and supporting skilled craft and trades personnel, or as a helper to a journey-level craft or trades person.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

Uses hand tools to dig cable and transmission ditches, uncover mains or pipelines, clean sludge beds or reservoirs, and level surfaces.

Assists journey-level trades workers in the performance of skilled and semi-skilled work in the construction, installation, servicing, maintenance and repair of a variety of mechanical and electrical systems, equipment and machinery, such as pumps, valves,

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electrical motors, large diesel and natural gas engines; assists skilled trades workers in the rebuilding of parts, equipment and tools.

Assists journey-level workers in construction, mechanical, electrical, facilities and distribution and wastewater collection system maintenance trades by carrying tools and supplies, holding equipment in place, cleaning tools and equipment, and cleaning work areas.

Assists and works under direction changing oil and checking fuel and oil levels; delivers fresh oil and removes waste oil with oil delivery truck; loading and unloading tools and equipment, holding ladders and a variety of other trades assistant/helper duties associated with the construction, servicing, maintenance and repair of water works systems, facilities and equipment; and assists with crane jobs.

When qualified, performs safety assistant role for journey-level trades workers.

Performs preventive maintenance program duties on a variety of pumps, motors, valves, equipment, mechanical and electrical systems and machinery, inspecting, servicing and changing filters, oil and other fluids in machinery and vehicles.

Cleans and paints facilities and equipment.

Removes debris from various sites and operates a truck to haul debris for disposal.

Operates compressors, hoists, steam cleaners, pneumatic and electric tools and similar equipment, i.e. hand tools; may receive training and become certified to operate a crane and forklift to load, unload and/or store materials and supplies.

Assists distribution system and wastewater collection system crews in the construction, maintenance and repair of facilities and equipment; drives light truck to deliver supplies, materials and parts to work sites; operates a variety of hand and power tools and equipment; excavates and backfills trenches using hand tools; assists in the maintenance and repair of pumping stations, fire hydrants, manholes, culverts, well sites, reservoirs and other facilities; assists in setting up traffic barricades to protect crews from street traffic.

Performs duties in confined spaces, utilizing departmental safety policies and procedures.

Inspects and services vehicles to maintain proper operating and safety requirements.

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Performs unskilled, utility building and equipment maintenance work, including rough masonry, carpentry, plumbing, electrical, painting, cleaning and minor repairs; repairs and replaces tile; assembles and moves furniture.

Reads, interprets and works from rough sketches, diagrams, blueprints and drawings.

Maintains records of maintenance and repairs performed.

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Methods, techniques, tools and equipment common to the building and/or public works construction fields; safety practices and procedures related to the work; shop mathematics.

### **Ability to:**

Operate and maintain a variety of hand and power tools used in the work; accurately read meters, gauges, valve books, blueprints and schematic drawings; maintain records; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, one year of experience in the use of hand and power tools, equipment and machinery associated with the construction, mechanical, electrical or building trades; or an equivalent combination of training and experience.

### **Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy; and the ability to obtain a Class A driver's license, with hazmat and tank endorsements, within 18 months of date of hire, and the ability to maintain insurability under the District's Vehicle Insurance Policy. All District employees required to possess a valid Class A driver's license for the performance

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of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Requirements**

While performing the duties of this class, employees are regularly required to walk; talk or hear in person; sit; climb or balance; stoop, kneel, crouch or crawl; smell; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. Employees are frequently required to stand. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees must frequently lift and/or move up to 50 pounds and occasionally over 100 pounds.

Some employees in this class may be required to wear respirators regularly. In accordance with OSHA regulations, employees are prohibited from having facial hair or head hair that impairs the effectiveness of respirator equipment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties of the class as they relate to this requirement.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use shop mathematics; learn and apply new information or skills.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, confined places, near street/road traffic and frequently on slippery or uneven surfaces. Employees may, at times, be required to wear appropriate

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personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud and requires hearing protection.

Employees may be required to work rotating shifts, weekends and be subject to 24-hour call out.

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