



CITY OF HALF MOON BAY

Job Specification

Class Title: MAINTENANCE ASSISTANT

Status: Non-Exempt

Department: Public Works/ Maintenance

Reports To: Public Works Superintendent or designee

Employee Group: Temporary/Seasonal, Non-represented

Adopted by City Council/Resolution Number: C-2021-17

Modified: 2021

DEFINITION

Under the close to general direction, perform a variety of unskilled and semi-skilled tasks in the maintenance of City parks, facilities, and equipment.

SUPERVISION RECEIVED/EXERCISED

The Maintenance Assistant receives supervision from the Public Works Superintendent or designees. May receive direction from a Senior Maintenance Worker.

DISTINGUISHING CHARACTERISTICS

IMPORTANT AND ESSENTIAL DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assist in maintaining landscaped areas including parks and paths, playgrounds, and Town facilities such as tennis courts and various buildings used by the public.
2. Assist in mowing and watering, weeding and pruning, fertilizing and spraying.
3. Assist with sprinkler repairs, and picking up litter and clearing debris.
4. May assist with concrete work, building maintenance and light repairs.
5. May assist with staffing a park entrance booth.
6. Work varying days of the week and weekends, with some flexibility with start and end times, depending on available supervision and assignments.
7. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic techniques, tools and equipment used in park maintenance.

- Basic methods and techniques of park maintenance.
- Basic customer service techniques.
- Basic safe work practices.

Ability to:

- Perform heavy physical labor in all weather conditions.
- Understand, respond to and follow written and verbal instructions in English.
- Write entries in work logs and report forms.
- Apply safe work practices including injury prevention.
- Lift a minimum of 60 pounds.
- Operate a variety of maintenance tools and equipment in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORKING CONDITIONS

Employees work outdoor; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, traffic, and inclement weather conditions.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession a valid California Class "C" Driver's License and satisfactory driving record.

Resolution No. C-2021-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE ESTABLISHMENT OF THE CLASSIFICATION AND SALARY SCHEDULE FOR MAINTENANCE ASSISTANT.

WHEREAS, Chapter 2.50 of the Half Moon Bay Municipal Code establishes a personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as personnel officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, the proposed classification have been prepared and is attached as EXHIBIT A.

NOW, THEREFORE, BE IT RESOLVED THAT the Classification Plan is hereby created for the Maintenance Assistant classification; the City Council of Half Moon Bay approves the classification specifications attached hereto as Exhibit A and incorporated herein by this reference

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 20th day of April, 2021 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Jimenez, Penrose, Rarback, Ruddock, Brownstone

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:



Jessica Blair, City Clerk



Robert Brownstone, Mayor

For