

# CHURCHILL COUNTY CLASS SPECIFICATION

## MAINTENANCE AIDE

### DEFINITION

Under direct supervision, provides a variety of unskilled and semi-skilled work in building and/or grounds maintenance at County facilities; and performs other work as assigned.

### DISTINGUISHING CHARACTERISTICS

Maintenance Aide is an entry level class – the incumbent works under close supervision, while learning County, department and equipment procedures. The incumbent has little or no prior experience or training in building and/or grounds maintenance but possesses the basic skills, abilities or knowledge necessary to learn the job duties. As experience is gained, the incumbent works more independently within established guidelines. The work performed by a temporary, casual or part-time status employee is typically at this assigned classification.

### EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are **least** likely to be essential functions for any single position in this class.

1. Maintains turf areas, pasture areas, fairgrounds, gardens and public buildings at various County locations.
2. Cleans restrooms, picks up litter and collects garbage.
3. Cleans animal stalls and pens.
4. Cleans and maintains shop areas.
5. Checks and maintains vehicles and equipment.
6. Operates tractor with various implements, loader and water truck and other vehicles and heavy equipment.
7. Performs minor plumbing and building repairs and maintenance.
8. Deals effectively with the public

### QUALIFICATIONS FOR EMPLOYMENT

#### Knowledge and Ability

*Knowledge of:* hand and power tools and power equipment; groundskeeping methods, practices and materials; and safety precautions of the work.

*Skill in:* hand and power tool and power equipment operation

*Ability to:* perform moderately heavy manual labor; use hand tools, power tools and power equipment; work independently; understand, follow, and transmit written and oral instructions; establish effective working relationships with employees, supervisors, and the public.

#### Special Requirements

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Must hold valid driver's license for equipment to be operated. Weekend and/or evening hours may be required.

### **Experience and Training**

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Some education or experience in performing building and/or grounds maintenance duties.

### **Physical Demands**

Reaching regularly with hands and arms. Frequent standing and walking. Dexterity and coordination to frequently use hands to finger, handle, feel or operate objects, tools, or controls. Occasional sitting; climbing or balancing; stooping, kneeling, crouching, or crawling; and talking or hearing. Frequent lifting and/or moving of items weighing up to 50 pounds and occasional lifting and/or moving items weighing more than 100 pounds.

### **WORKING CONDITIONS**

Work environment includes working near moving mechanical parts and/or in outside weather conditions. Frequent exposure to hot, cold, wet and/or humid conditions, fumes, toxic or caustic chemicals. Periodic contact with members of the public. The noise level in the work environment is usually loud.

**FLSA Status:** Non-Exempt

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