



MAINTENANCE ASSISTANT

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Maintenance Assistant
Classification Code:	MNTAST
Effective Date:	7/1/2011
Pay Grade:	A11-A13
FLSA Status:	Non-Exempt

Classification Summary

The Maintenance Assistant is responsible for performing a variety of basic custodial, building and/or other maintenance duties, and duties that could include; cleaning floors and carpeting; collecting and removing waste; performing simple repairs; assisting with technical repairs; recording inventory of supplies and materials; securing and monitoring buildings and property.

Following are descriptions of the competency levels:

Contributing – Applies basic skills; resolves routine questions and problems;

Journey Level – Applies more advanced skills as appropriate for the position.

Advanced/Lead - Applies advanced skills to the position; adapts tools, equipment and techniques to accomplish the requirements of the position. May be responsible for some lead supervision of staff.

Distinguishing Characteristics

- This is the first level in the Maintenance series.
- Maintenance Assistants focus on the manner and speed of performing the elements of an operation. This position has a choice, within the limits set by the prescribed operation, as to how the elements are performed, but not as to what elements constitute the operation.
- Maintenance Assistants are differentiated from Maintenance Specialists as responsibilities of the higher level classification are at the advanced journey level, and require a higher level of technical knowledge and skill.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Performs basic custodial and/or maintenance responsibilities.
2	Utilizes tools, materials, and equipment related to assigned area of responsibility and performs simple repairs; assists with more technical repairs.
3	Secures buildings and office entrances; activates and monitors security systems; patrols grounds

Essential Duties	
	and buildings; enforces city regulations related to facility maintenance.
4	Performs basic building or other maintenance work.
5	Reports property damage, equipment malfunctions, unusual activities as appropriate.
6	May coordinate, monitor and/or schedule activities within set limits and/or policy.
7	Monitors supply/equipment use and records inventory and needs.
8	May perform the work of a lead worker.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
Training & Experience: High School Diploma or GED; and sufficient experience as necessitated by the competency level of the position.	
<ul style="list-style-type: none"> • Contributing Level: 0-1 year of custodial experience or other experience relevant to position; • Journey Level: 1-2 years of custodial experience or other experience relevant to position. • Advanced/Lead Level: 3-5 years of custodial experience or other experience relevant to position, which demonstrates a variety of advanced skills, as needed for the position. May be responsible for some lead supervision of lower level support staff. Specialized knowledge specific to area of assignment may be required. 	
Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • Based upon assignment certifications may be required. • Valid Oregon drivers license at time of appointment, depending on area of assignment. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Applicable practices, methods, procedures of assigned area of responsibility; • Use of equipment, tools and materials/ supplies in assigned area of responsibility; • Safe work practices; • Basic recordkeeping; • Inclusive and respectful work place practices; 	
Skills Required: <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> • Developing and maintaining respectful and inclusive work relationships; • Performing assigned duties in a safe manner; • Operating equipment and utilizing tools/materials effectively; • Understanding and following written and oral instructions; • Reading and writing at a level required for successful job performance; • Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction; • Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds. 	

Physical Requirements	
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	

Physical Requirements

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted