

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

MAINTENANCE ASSISTANT

Salary Range 11

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, performs a variety of unskilled and semi-skilled routine duties to maintain College buildings and equipment in a safe, clean and proper working condition; performs custodial duties to assure facilities are in a clean and sanitary condition. Performs other duties as assigned.

REPRESENTATIVE DUTIES: *(E) = indicates essential duties of the position*

- Performs a variety of semi-skilled general maintenance duties and repairs to maintain District buildings and equipment in a safe, clean and proper working condition; assists skilled trades in a variety of building related repairs and projects to include general maintenance, plumbing and electrical repairs; replaces indoor and outdoor light bulbs and ballasts as assigned. (E)
- Performs minor painting and locksmith tasks and repairs as assigned. (E)
- Performs a variety of custodial duties as assigned ; sweep, scrub and mop floors; wash counters and walls; empty and clean waste and recycling receptacles. Refills various rest room dispensers, including paper towels, soap and related items. (E)
- Assist with furniture and equipment moves, adjustments and arrangements; sets up/tears down facilities for special events and meetings, to include risers, as assigned.
- Checks campus doors, windows, lights and walkways for safety hazards, fire hazards and vandalism; reports to the Maintenance Supervisor as required. (E)
- Assists with Recycling materials pick up, sorting, inventory and delivery on, around and off campus.
- Operates a wide variety of powered and non-powered equipment and hand and power tools used in custodial, campus events and general maintenance work including vehicles, electric carts, forklift, scissor lift, hoist, drill press and portable generators. (E)
- Maintains a variety of records related to work performed and work orders.
- Performs general cleaning and housekeeping duties in maintenance shop common bay and tool crib. (E)
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or GED and general maintenance experience of at least three years.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Must obtain a valid Forklift Certificate, Boom Lift Certificate, Scissor Lift Certificate, CERT Training, Lead Awareness, Confined Space, Asbestos Awareness and Cart Training within the first year in this classification.

KNOWLEDGE OF:

- Proper techniques, materials, tools and equipment used in general maintenance and custodial work.
- General maintenance criteria for buildings and facilities.
- Operation and maintenance of hand tools, power tools, powered and non-powered equipment.
- Proper methods for storing equipment, materials and supplies.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Proper procedures for biohazard and blood borne pathogens mitigation, clean up and disposal in accordance with OSHA and CALOSHA rules and regulations.

- Modern cleaning methods including basic methods of cleaning and preserving floors, white boards, carpets, furniture, walls and fixtures.
- Basic OSHA, CALOSHA, Fire, Life and Health and Safety rules and regulations.
- Proper record keeping techniques.
- Computer applications.

ABILITY TO:

- Perform general maintenance and minor repairs on District furniture, buildings, fixtures and facilities in a safe and timely manner.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Operate tools and equipment, and common cleaning equipment and supplies safely and efficiently.
- Observe and report safety hazards, vandalism, maintenance and repair needs.
- Perform work in confined spaces as required.
- Learn and apply laws, rules, regulations involved in assigned maintenance activities.
- Work after hours and weekends as required.
- Work and collaborate cooperatively with others.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Communicate effectively both orally and in writing.
- Provide work guidance to temporary short term hourly employees and student workers.
- Understand and follow oral and written directions.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, vendors, students, faculty and staff.

PHYSICAL EFFORT:

- Lifting and carrying heavy objects up to 50 pounds.
- Pushing and 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.
- Bending at the waist, kneeling or crouching.

WORKING CONDITIONS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Chemical fumes.
- Working around and with machinery having moving parts.
- Working around fumes from paints and solvents, pool chemicals.
- Working at heights.
- Evenings, Weekends or variable hours.