



# **PUBLIC WORKS ASSISTANT**

## **DEFINITION**

Under supervision, performs a variety of unskilled and semi-skilled tasks in the maintenance, repair and operation of streets, sidewalks, storm drains, parks, buildings, and related facilities; assists in more highly skilled maintenance projects; and performs related work, as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Public Works Specialist classification in that tasks are more routine, require fewer skills, are more easily learned, and are more closely supervised. Incumbents receive thorough instructions when tasks are initially assigned, and after training are expected to perform duties without constant supervision.

## **ESSENTIAL JOB FUNCTIONS**

A Public Works Assistant works individually, or as part of a crew, in a variety of activities in support of the Public Works Department.

### **Duties may include, but are not limited to the following:**

- ▶ Operates and cleans trucks, vehicles, and other light equipment.
- ▶ Safely uses and maintains power and hand tools, such as mowers, blowers, weed eaters, shovels, picks, rakes, hoes, and hammers, as examples.
- ▶ Maintains public facilities by performing such duties as mowing, weeding, edging, raking, hand weeding, picking up trash, watering system maintenance, and like activities.
- ▶ Applies paint to various interior and exterior surfaces by hand, roller, or spray equipment.
- ▶ Perform manual labor in the collection of garbage and waste material.
- ▶ Participate in minor street repair, and maintenance to sidewalks, curbs, gutters, and storm drains.
- ▶ Perform custodial duties such as sweeping, mopping, vacuuming, scrubbing, waxing, and minor carpentry.
- ▶ Loading and unloading supplies and materials, lifting and moving heavy objects.
- ▶ Performs higher level maintenance and repair duties as required in a training capacity. Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic methods, terminology, tools, and equipment common to general maintenance work.

**Knowledge of (Continued):**

- Methods and procedures used in the safe and economical operation of trucks, vehicles, and other light equipment.
- Safe work and driving practices.
- Department organization, policies and procedures, after instruction.

**Ability to:**

- Perform physical labor - heavy work required. Lift, carry and/or push 100 pounds with occasional lifting and/or carrying of objects weighing up to 60 pounds.
- Use and properly maintain assigned tools and equipment.
- Perform unskilled and semi-skilled maintenance and repair activities, as assigned.
- Operate a vehicle, observing legal and defensive driving practices.
- Read and write at the level required for successful job performance.
- Understand and carry out verbal and written instructions.
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

**Education/Experience:**

- Completion of the eighth grade and the ability to read and write at a level required for successful job performance. High school diploma or equivalent is preferred.
- Some work experience with hand tools and power equipment.
- At date of appointment to the position, must possess a valid Class C California Drivers License, and have a responsible driving record.
- Must have, and wear on the job, steel or safety toe boots.

**WORKING CONDITIONS**

Work individually or as part of a crew on assigned tasks; work on a variety of projects, which may change on a daily basis according to department priorities; walking and standing; frequent bending, twisting, squatting, lifting, and kneeling; work in inclement weather conditions; in the event of an emergency, may be required to work overtime or on the weekend.

**PHYSICAL REQUIREMENTS**

Must be found to be free of any physical conditions which might affect the ability of the incumbent to perform essential job functions. Physical condition shall be evaluated by a licensed physician at the City's expense, after employment offer has been made, but prior to assuming the position.