

DESERT COMMUNITY COLLEGE DISTRICT

MAINTENANCE ASSISTANT

BASIC FUNCTION

Under the direction of the Director-Maintenance and Operations, perform a variety of custodial, grounds and maintenance tasks including cleaning of classrooms, restrooms and offices; perform general and varied groundskeeping, gardening and related grounds maintenance work; assist other maintenance personnel in assigned projects.

REPRESENTATIVE DUTIES

Clean restrooms; replace paper and other restroom supplies in campus restrooms. **E**
Vacuum and shampoo carpets; strip and wax floors; perform major high-level cleaning of campus rooms; empty and clean trash containers including wastebaskets and large outdoor trash receptacles. **E**
Pick up and delivery tools and repair parts to maintenance personnel. **E**
Report broken and non-functioning restroom plumbing, electrical and other equipment; assure proper operation of campus systems; report unusual or defective operations to appropriate personnel. **E**
Replace filters and belts on air handling equipment; assist in the changing of light bulbs, ballasts and fixtures; pick up parts; clean shop area. **E**
Make inter-campus deliveries and deliver materials between campuses; pick up and deliver mail to and from the post office. **E**
Provide emergency cleaning and restoration services in classrooms, offices and outside areas as necessary.
Raise and lower flags; clean sidewalks and other outside paved areas.
Set-up and dismantle rooms, outdoor areas and other facilities for meetings, luncheons and other special activities.
Service District vehicles.
Assist maintenance personnel as assigned.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic maintenance of air handling equipment; proper safety procedures in dealing with electrical equipment and fixtures; basic plumbing tools and their application; cleaning equipment, tools, materials and supplies used in custodial work; basic methods, materials and equipment used in cleaning and preserving buildings, including painted surfaces, glass, carpeting and soft floor materials; safe work practices and procedures; operation and maintenance of power grounds equipment; proper lifting techniques.

Ability to: Learn and follow schedules; learn and apply cleaning methods and procedures; perform minor non-technical repairs; maintain classrooms, offices and other school facilities in a clean, safe and secure condition; understand and follow oral and written instructions; work confidentially with discretion; use common cleaning equipment and supplies safely and efficiently; read and write English at a level required for successful job performance; observe and report safety hazards and need for maintenance and repair; make simple arithmetic computations; stand for extended periods of time; bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year of custodial, maintenance or groundskeeping work experience.

LICENSES AND OTHER REQUIREMENTS

Valid Class C California driver's license and possession of or the ability to obtain a Class B California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Driving a vehicle to conduct work.

EMPLOYMENT STATUS

Bargaining Unit Position
Range 8

E=Essential Functions

MA.DOC

Range 8

6/98