

North Marin Water District

BUILDINGS AND GROUNDS MAINTENANCE ASSISTANT

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Performs semi-skilled manual duties required to maintain and upkeep District facilities, including landscaping and irrigation system maintenance, painting, minor repairs involving carpentry, plumbing, masonry, electrical, etc., and other labor-type work assigned, including meter reading.

DISTINGUISHING CHARACTERISTICS

The **Building and Grounds Maintenance Assistant** is similar to the District's Laborer I classification. Employees in this class perform semi-skilled work, assist others in performing skilled tasks, and may occasionally be assigned to more skilled work. The person in this position will be expected to demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

SUPERVISION RECEIVED / EXERCISED

Receives direct supervision from the Maintenance Foreman or Electrical/Mechanical Supervisor, or general supervision from the Maintenance Superintendent.

ESSENTIAL DUTIES (include but are not limited to the following)

Performs semi-skilled work involving the maintenance of District's buildings, grounds and landscaping. The building and facilities' maintenance work involves indoor/outdoor painting, minor repairs involving carpentry, plumbing, masonry, electrical, etc., cleaning of lighting fixture diffusers, replacement of lamps, vacuuming, window washing, furniture polishing and other related duties. Grounds maintenance involves repair of fences and gates, minor pavement repairs and markings, removal of graffiti from tank and other District sites and other ground upkeep work, including clearing brush and trash from District properties. Landscaping involves maintaining landscape throughout District facilities, including pruning and trimming of bushes, trees, grass, plants, as well as planting new plants and grass, spray work, and repair and refurbishment of the irrigation system at all District properties. Assists with distribution system maintenance involving hydrant and valve operations, repairs, service leak detection, meter repairs, back flow prevention device testing and repairs, and flushing. Operates and maintains a variety of electro-mechanical equipment including forklifts, air tools, hand and power tools; observes, assists and occasionally performs skilled maintenance duties. Also performs other duties to assist electro-mechanical crews and Transmission and Distribution crews in maintenance and repairs of pump stations, backflow devices, controls, piping, valves, tanks, etc., and read meters if required.

OTHER DUTIES

May assist and/or perform security surveillance, safety checks and conduct preventive maintenance tasks on assigned equipment. May perform custodial duties at District offices, restrooms and lunch rooms as required.

Approved	CD
Date	1/25/08

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Sufficient experience and education to successfully perform the duties of a Laborer. A typical way of obtaining the required qualifications is to possess the equivalent of one year of horticulture experience, and experience as handy person in a facility maintenance function or a closely-related field, and a high school diploma or its equivalent.

Knowledge/Skills/Ability

Knowledge of: water-conserving plants, pruning and drip irrigation system installation/maintenance; the operational characteristics of tools and equipment used in buildings and grounds maintenance and repair; occupational hazards and standard safety practices; repair and preventive maintenance techniques and procedures related to buildings, grounds and landscape maintenance; tools and equipment used in street maintenance and repair, and some ability to read facilities maps.

Ability to: perform semi-skilled maintenance and repair work related to District facilities, grounds and landscape; use and operate a variety of vehicular and stationary mechanical equipment, hand tools, and power tools in a safe and effective manner; work independently in the absence of close direct supervision; perform heavy manual labor; maintain effective working relationships with those contacted in the course of work.

License/Certificate

Possession of a valid Class C California driver's license.

Possession of herbicide application certification within one year of initial employment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position works in outdoors with exposure to all weather conditions; position requires travel from site to site with exposure to dust, noise and heavy mechanical equipment; position makes confined space entries, works in trenches and may require standing, sitting and walking for prolonged periods of time; and turning, kneeling, bending, stopping, squatting and reaching. Additionally, incumbent may be required to climb ladders, operate at heights and lift, carry and drag heavy objects in excess of 100 pounds. Incumbents are exposed to paints, solvents, sewage and other contaminants. Incumbents operate equipment that is noisy and are subjected to mechanical and electrical hazards. Incumbents work around moving traffic while performing construction duties.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

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