



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OPERATIONS & MAINTENANCE ASSISTANT

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 21 Job #: SA11
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JOB SUMMARY

This is an entry level position performing Operations & Maintenance Assistant job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to apply basic skills in procedures, operations, techniques, tools, materials and equipment appropriate to area of specialization; work assignments are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related. Positions allocated to this class are entry level unskilled positions requiring no experience and are responsible for assisting in general maintenance duties relating to routine grounds maintenance, operational functions of District pumping and treatment plants and distribution systems, general labor, custodial, craft apprenticeship, and storekeeping.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Checks tools and equipment in and out using designated tool-tracking system; coordinates the maintenance and repair of tools and equipment; organizes tool crib and maintains appropriate inventory levels based on demand; performs material pick-up and delivery; performs material kitting and staging.
2. Picks up, sorts, and delivers mail, packages, and freight.
3. Cleans facilities, vehicles and watercraft; and assists with routine operations and maintenance.
4. Transports tools, parts, and equipment.
5. Assists with general administrative duties, which may include filing and data entry.
6. Assists with kitchen and lodge operations including food preparation, serving, and clean-up.

7. Operates vehicles, forklifts, scissor lift, or light equipment.
8. May perform traffic control duties such as flagging.
9. Assists with grounds maintenance such as digging ditches; operates relevant tools and equipment.
10. Performs other related Operations & Maintenance Assistant job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED).

Required Knowledge of: Current office technology and equipment.

Required Skills and Abilities to: Problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License or its equivalent that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves,

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or shields.

Vision Requirements: No special vision requirements.

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