

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION

Classification Title:	<u>GENERAL MAINTENANCE ASSISTANT</u>
Bargaining Unit:	<u>02-General Employee Unit</u>
Class Code: <u>706</u> Grade: <u>21</u> EEOC Category: _____ Overtime Exempt: <u>N</u>	
Physical Class: <u>4 - Heavy</u>	
Typical Career Path:	_____
Division(s):	_____
Reports to:	_____

JOB SUMMARY

Positions allocated to this class are entry level unskilled positions requiring no experience and are responsible for performing general maintenance duties relating to routine gardening and grounds maintenance, operational functions of District pumping and filtration plants and distribution systems, general labor and custodial, craft apprenticeship, and storekeeping.

ESSENTIAL FUNCTIONS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs maintenance tasks associated with operations; learns and uses basic operations techniques required to effect changes in various facility operations.
2. Performs techniques of telephone and mobile radio communication; becomes familiar with alarm systems and basic emergency procedures relating to facility operations.
3. Digs ditches, paints, drives District vehicles, cleans plants and facilities, collects and disposes of trash, picks up and delivers freight, and runs miscellaneous errands.
4. Performs miscellaneous manual storekeeping tasks and assists storekeeping personnel in ordering, receiving, storing, issuing, and controlling supplies, tools, and equipment.
5. Operates a pickup truck, fork lift, or other light equipment as required.
6. Assists maintenance personnel and learns elementary skills for a particular craft under close supervision; becomes familiar with various types of mechanical apparatus used in maintenance activities.

Metropolitan Water District of Southern California
General Maintenance Assistant *(Continued)*

7. Patrols, under direct supervision, the main aqueduct, distribution systems, or reservoir to inspect facilities, take readings, and operate system appurtenances.
8. Performs a variety of gardening tasks such as sowing, trimming, cultivating, weeding, watering, fertilizing, planting, pruning, and applying insecticides; operates garden tractors, mowers, sprayers, edgers, hedge trimmers, and other power equipment.
9. Performs other related duties as required.

Other Functions:

MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from high school or attainment of a satisfactory score on a G.E.D. test.
2. A valid California driver's license, Class III or higher, may be required.
3. A color blindness exam may be required.

Licenses/Certification Required

Knowledge, Skills and Abilities

Knowledge of:

Skill and ability to: