



PUBLIC SERVICES ASSISTANT I / II / III

DEFINITION

Under direct supervision, performs a variety of landscape, street maintenance, street sweeping, field services, and facilities maintenance and repair activities; utilizes of a variety of hand tools and requires the operation of both light and heavy equipment and various motorized vehicles.

SUPERVISION EXERCISED

None as Public Services Assistant I. A Public Services Assistant II may exercise functional supervision over subordinates. A Public Services Assistant III exercises functional and technical supervision over and trains subordinates.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Repair irrigation systems including irrigation valves, sprinklers and electrical lines.

Maintain turf, plants and trees by aerating, seeding, fertilizing, applying chemicals and de-thatching.

Install park structures such as picnic tables, park benches and trash containers; inspect and replace damaged or worn out playground equipment such as swings and slides.

Maintain and prepare sports fields for use, including batting cages and buildings.

Clean and maintain facilities and buildings.

Paint facilities, buildings, equipment, curbs and related structures.

Make major and minor repairs to City facilities and equipment.

Maintain swimming pools by determining proper chemical balance, cleaning filters and repairing or replacing faulty parts.

Replace concrete and asphalt.

Maintain street markings such as crosswalks, striping, pavement markers, signals and signs.

Maintain storm drains and storm channels and bridges.

Perform weed and graffiti abatement.

Perform street sweeping duties.

Assist with set up and tear down of special events.

Assist with storm clean up, traffic control and emergency situations.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Distinguishing characteristics of this classification include but are not limited to the following:

Public Services Assistant I: This is the entry level class in the maintenance worker series. Incumbents work under close supervision learning to perform routine duties.

Public Services Assistant II: Incumbents in this class have gained a thorough working knowledge of the Department, Division and the City and work under general supervision, receiving only occasion instruction or assistance.

Public Services Assistant III: Incumbents serve as lead workers and estimate time, material and equipment required to complete specific assignments. Incumbents also order supplies, perform administrative and record keeping duties and train and provide functional and technical supervision over subordinates. Incumbents serve as Supervisor in the absence of the Facility Maintenance Supervisor, Field Service Supervisor and / or the Parks & Open Space Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in park, landscape, facilities and street maintenance, repair and construction.

Basic carpentry, electrical, painting and plumbing trades.

Standard safety practices required in park, landscape, facilities and street maintenance and repair.

Supplies and equipment used in cleaning and maintaining buildings and facilities.

Record keeping and reporting.

Ability and Skill to:

Operate a variety of tools, equipment and vehicles including but not limited to a motor grader, wheel loader, dump truck, striper, ladder truck, street sweeper, paint truck, tree chiller, fork lift, stump grinder, tractor, welder, chain saw and carpenter saws.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Perform cement and masonry work and make signs.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

Public Services Assistant I: Completion of 12th grade and some general maintenance experience.

Public Services Assistant II: In addition to the above, specialized training in construction technology or related field and two (2) years experience as a Public Services Assistant I or equivalent.

Public Services Assistant III: In addition to the above, three (3) years experience as a Public Services Assistant II or equivalent.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record. Class B license with tanker and air brakes endorsement required for Public Services Assistant I within 12 months of hire date. Class B license with tanker and air brakes endorsement required for Public Services Assistant II and Public Services Assistant III.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet.