

CLASS SPECIFICATION FOR
Maintenance Assistant I

GENERAL STATEMENT OF DUTIES: Trains to perform semi-skilled to skilled work assisting a mechanic or craftsman; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class receives on-the-job training in assisting skilled craftsmen. Initially work will be under close supervision; however, as the employee progresses and assumes more difficult tasks supervision will become more general.

EXAMPLES OF WORK (illustrative only):

- Assists mechanic or craftsman in maintaining, repairing, cleaning, overhauling, replacing and installing small engines and other County property;
- Assists in cleaning and replacing parts of electrical and wiring devices, heating controls and boilers;
- Helps in repairing, replacing and maintaining plumbing lines and fixtures;
- Assists in repairing equipment in water and sewage pumping stations;
- Assists in repairing, altering and building new cabinets, shelves and other furniture;
- Helps in making preparations for painting, doing priming work, maintaining painting equipment and developing finish painting work;
- Assists in installing, repairing and maintaining playground equipment;
- Assists in pouring concrete and doing finishing work;
- Assists in welding;
- Keeps craftsmen supplied with tools, equipment and materials and sees that these are in good repair and transferred to job site;
- Wears a self-contained breathing apparatus (SCBA) to enter confined spaces to assist in making repairs;
- May keep records and make reports;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of appearance and use of hand tools; ability to perform maintenance and installation tasks requiring varying degrees of physical effort; ability to read and write; ability to read and follow directions; ability to use and care for tools and equipment; physical condition that permits such activities as heavy lifting, wearing a self-contained breathing apparatus; bending, stooping and working under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school or trade school; OR, completion of grade school and one (1) year of related work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the Commonwealth of Virginia. Some positions may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. Some positions may also require a pre-work physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position. Positions assigned to the wastewater treatment plant must have pre-work and annual physicals to determine fitness to safely use a self-contained breathing apparatus.