

CLASS SPECIFICATION FOR
Maintenance Assistant II

GENERAL STATEMENT OF DUTIES: Performs semi-skilled to skilled work assisting a mechanic or trades worker or in completing routine maintenance and repair tasks independently; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class demonstrates a basic knowledge of the methods, tools and materials used in the area of assignment and receives on-the-job training in assisting the mechanic or journey-level trades worker to which assigned. The incumbent may also perform the more routine installation, preventive maintenance and repair tasks independently or with minimal supervision.

EXAMPLES OF WORK (illustrative only):

- Assists mechanic or trades worker 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 cleaning equipment and tools;
- Assists in installing, repairing and maintaining playground equipment;
- Assists in pouring concrete and doing finishing work;
- Assists in welding;
- Keeps trades workers and mechanics supplied with tools, equipment and materials and sees that these are in good repair and transferred to job site;
- Runs routine tests and diagnostics;
- Keeps working area and grounds clean;
- Wears a self-contained breathing apparatus (SCBA) to enter confined spaces to assist in making repairs;
- May keep records and make reports;
- May order supplies and maintain supply/equipment inventory;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of hand tools and their uses and care; ability to perform maintenance and installation tasks requiring varying degrees of physical effort; ability to read and write; ability to read and follow directions; skill in the use and care of tools and equipment; ability to understand and carry out complex oral and written instructions; good knowledge of the occupational hazards and safety precautions of the assigned trade; ability to keep records and make written reports; physical condition that permits such activities as heavy lifting, wearing a self-contained breathing apparatus, bending, stooping and working in confined spaces or under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school or trade school and two (2) years 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 State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May 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. (For the safe use of an SCBA, no facial hair or contact lenses are permitted, though glasses are acceptable.)

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Revised 08/10/05
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.