

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Maintenance Assistant – Maintenance Operations

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
A	1	2	Non-Exempt	Maintenance Operations	Maintenance Manager

CLASS SUMMARY:

This position is responsible for performing a variety of standard cleaning, ground maintenance, and repair tasks in an assigned area.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Performs a variety of custodial maintenance tasks, including: emptying trash; sweeping, mopping, and waxing floors; cleaning windows; and performing related tasks.
2.	Performs a variety of ground maintenance tasks, including: raking lawns; watering plants; planting flowers; shoveling snow; mowing grass; and performing related tasks.
3.	Performs standard repairs to screens, toilets, doors, and other areas of buildings.
4.	Unlocks buildings and gates.
5.	Delivers supplies and equipment to assigned areas.
6.	Screen replacement and repair/build window frames
7.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

High School Diploma or equivalent (G.E.D.); 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Valid Wisconsin Driver License

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Standard cleaning techniques;
- Related equipment and tools;
- Standard grounds maintenance techniques;

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under direct supervision, using well-defined policies and procedures. Work is reviewed by supervisor. Limited opportunity exists for exercising independent judgment and decision making. Refers most problems to supervisor.

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Maintenance Assistant – Maintenance Operations

SKILLS (position requirements at entry):

Skill in:

- Cleaning a variety of assigned areas;
- Performing standard grounds maintenance;
- Performing standard repairs of buildings;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR