

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE:	MAINTENANCE AIDE	JOB CODE: 2710
DEPARTMENT:	GENERAL SERVICES	DATE: 02/08
REPORTS TO:	VARIOUS	

JOB SUMMARY:

Performs various routine duties involving the construction, repairing, cleaning, and maintenance of city streets, water and sewer systems, cemetery, parks, and other facilities; may operate equipment and trucks in the absence of regularly assigned personnel.

ESSENTIAL JOB FUNCTIONS: (Job requirements depend on area of assignment.)

Cleans and performs basic routine maintenance on equipment in water treatment plant, pumping stations, and related facilities; starts and shuts down generator and water pumps at pumping stations; installs and maintains chemical tank and process water pump; repairs chemical pipe leaks, which includes cutting and threading pipe with power threader; runs plumbing for turbidity meters and particle counter; installs and repairs chains and flights for sludge collectors.

Assists with relaying sewer services, including shoveling trenches, laying pipe, compacting gravel or cold patch, and hauling gravel and cold patch in dump truck; may operate vactor to unplug and clean sewer mains and catch basins.

Performs cold patching and blacktop work; assists with traffic marking operations by flagging traffic and placing and moving markers and stencils; may operate spray machine; prepares street signs, applying reflective backing of letters to sign blank and operating vacuum applicator machine to bake letter to blank.

Maintains, repairs, and inspects playgrounds.

Assists with plowing and removing snow from roadways, walkways, and airport runways during winter months; applies salt and/or sand to roadways to maintain public safety; may operate backhoe or loader to fill trucks with salt and/or sand for road application.

Assists with relaying and repairing water services, repairing water mains, and installing hydrants including flagging, laying pipe, compacting gravel and cold patch, operating a dump truck to haul materials to and from the site, shoveling sand, gravel and stone in the trench; operates a jackhammer to cut pavement; runs a mini-vactor, cleaning out water gate boxes; inspects water gate valves and curb stops; pumps, tests, inspects, paints, clears brush, cleans, and fills out report on hydrants; shovels snow from hydrants in winter and operates a plow truck or wing for winter operations.

Fabricates, erects, and repairs street and traffic signs and their posts; maintains records on all traffic ordinances and traffic signs, including location and date of erection; prepares signs and barricades for parades and other special events.

Paints various lines and other markings such as stop bars, crosswalk boundaries, handicap symbols, directional arrows, parking spaces, and indicator words such as "SCHOOL" and "ONLY"; maintains painting equipment.

Maintains parking meter posts, which include painting annually, replacing missing posts, and repairing bent or loose posts.

Performs grounds maintenance work such as mowing, trimming, weeding, irrigating lawns, raking, fertilizing, shoveling, sweeping, and pruning trees; maintains and repairs brickwork, concrete areas, roofs, and other similar fixtures and buildings.

Paints interiors and exteriors, and repairs buildings and their fixtures as necessary.

Maintains playing fields, which includes drawing chalk lines, scarifying and dragging sanded areas, mowing lawn areas, and removing litter and debris; sets up and takes down recreational program equipment such as soccer goals, bleachers, hockey ring boards, and hockey goals; maintains ice skating ponds by shoveling, planning, and flooding.

Maintains cemeteries, which includes laying out graves on lot, opening and filling graves, dressing graves with artificial grass, maintaining lots and markers, pouring foundations, and repairing monuments.

Maintains golf course, which includes sodding distressed areas; mows lawns, greens, and roughs to proper height; spreads fertilizers and granular fungicides; aerates and seeds greens, tees, and fairways; installs and repairs irrigation system; changes pin placements and tee-markers.

Cleans and performs preventative maintenance in arena and other municipal buildings, which includes changing filters in air units, vacuuming rugs, washing windows, replacing light bulbs, emptying trash, cleaning elevators, dusting furniture, cleaning lunchroom, and sweeping, mopping, and buffing floors.

Sanitizes bathrooms fixtures and floors, refills liquid soap, and refills paper towels and toilet paper.

Maintains ice rink in arena, which includes resurfacing, dry planning, reducing ice build-up, flooding low spots, filing holes and divots, and fixing hockey lines; schedules special events and makes reservations for customer usage; collects admission fees for ice rental programs, and maintains records of admissions to reconcile receipts; may give first aid to injured skaters.

Performs minor maintenance and repair of equipment and machinery.

May supervise the labor of co-workers.

Overtime is required of all positions within this class specification.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Snow and Ice Removal Tools and Equipment	Plow Truck	Telephone
Custodial Tools and Equipment.	Backhoe	Trimmers
Hand and Shop Power Tools.	Front End Loader	Sand-Pro
Threading Machine	Hydraulic Press	Jack Hammer
pH Meter	Mowers	Sign Fabricator
Turbidity Meter	Air Compressor	Zamboni
Chlorine Tester	Paint Machine	Vactor
Rodding Machine	Coring Machine	
Sidewalk Tractor	Pipe Inspection Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Six months of experience as a laborer, maintenance aide, or trades assistant or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

May be required to possess valid New Hampshire Class (C) or (B) Commercial Driver's License with passenger vehicle or air brake endorsement.

May be required to possess other specialized licensure or certifications according to requirements of position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard tools, methods, practices, and materials of one or more trades.

Operation of power equipment and light to medium automotive and other equipment related to assignment.

General construction and/or maintenance methods and practices.

Storm drainage methods and practices.

Park and grounds maintenance, and lawn and plant care.

Safe and effective practices of applying and handling pesticides, fungicides, and herbicides.

Simple math and measurements.

Skill in:

Operation of required tools and equipment.

May be required to possess some skill in welding.

Mental and Physical Abilities to:

Take and follow directions from supervisor.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

Apply common sense understanding to carry out simple one or two-step instructions.

Perform duties while intermittently sitting, standing, stooping, bending, crouching, or walking.

Frequently lift light or heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in a very noisy place. Work exposes the employee to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work is performed outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, steel toe shoes, safety vests, protective aprons, or gloves.

Maintenance Aide

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evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.