

**RIVERSIDE CITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Maintenance Helper

BASIC FUNCTION: Under the supervision of the Facilities Maintenance Manager works as a helper to skilled crafts person(s) or independently as assigned and performs semi-skilled tasks in a variety of fields involved in the upkeep of buildings and facilities and the maintenance of mobile and stationary equipment..

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Performs semi-skilled repairs in carpentry, electrical, plumbing, and painting.
2. Assists all journey level in specific trades as needed.
3. Completes assigned work orders in a timely manner.
4. Repairs minor restroom leaks, pipes and toilets.
5. Checks and repairs roof leaks; cleans and repairs rain gutters, roof drains.
6. Repairs broken doors and seals.
7. May assist locksmith in cutting keys and removing locks.
8. Patches and repairs holes in walls and doors, repainting and graffiti removal.
9. Assembles furniture and hangs bulletin boards, pictures, etc.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
12. Performs other duties, related to the position as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Two years of closely related experience in general construction and building work are required. Mechanical ability is required.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

KNOWLEDGE OF: Basic tools, methods, equipment, and materials used in the various aspects of building. Basic building code compliance and safety compliance required.

ABILITY TO: Perform semi-skilled manual tasks; operate light automotive equipment carefully and safely; understand oral and written instructions; maintain an effective working relationship with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic background of city college students, staff and the community.

CONTACTS: Co-workers, other departmental staff and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and climbing ladders. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Maintenance environment.

The Riverside City College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.