CITY OF SANTA CRUZ
PARKING FACILITY MAINTENANCE ASSISTANT

Reports to	**Field Crew Leader**
Supervises	**Non-supervisory**
Bargaining Unit	**Service**

BASIC FUNCTION

Under supervision, cleans and maintains City parking lots and garages using hand and power tools and equipment; cleans and maintains public restrooms in parking garages; performs basic landscaping around parking lots; performs minor electrical and equipment maintenance; identifies security concerns in parking lots and garages, such as public loitering and behavioral issues, and contacts law enforcement as appropriate; and, performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Parking Facility Maintenance Assistant** is an entry-level classification in the Parking Maintenance series. Under supervision, incumbents are assigned routine custodial and maintenance tasks to assist with the day-to-day maintenance of the parking garages, lots and neighboring alleyways. Incumbents typically work independently using established procedures and guidelines, but may be assigned to work as members of a crew. This classification is distinguished from the next higher level classification of Parking Control Maintenance Worker in that the latter performs the more complex maintenance tasks associated with repair of parking meters, parking access equipment and coin change machines and performs parking meter collection and coin counting tasks.

TYPICAL DUTIES *(May include, but are not limited, those duties listed below.)*

- Cleans public restrooms and replenishes supplies; empties trash containers; cleans floors, fixtures, performs minor repairs to fixtures, pressure washes garages, lots and restrooms as required; operates floor cleaning equipment; cleans elevators in parking garages.
- Maintains parking garages and surface lots; empties waste receptacles, recycling containers, and disposes of trash; collects and disposes of garbage from parking areas; hand sweeps or operates parking lot sweeper truck, vacuum truck and leaf blower in parking garages and parking lots; steam cleans garages and surface lots; washes off or paints over graffiti; repairs damaged wheel stops; may operate sidewalk scrubber equipment.
- Maintains landscaped areas in lots and garages and neighboring alleyways; removes trash, weeds and debris; maintains landscape plantings.
- Performs minor electrical repairs, such as repairing broken electrical outlets, light fixtures and light switches; repairs broken parking access gate arms; tests emergency back up lights and batteries; checks fire extinguishers and emergency lights; reports safety hazards and significant repairs as needed.

- Responds tactfully to questions and concerns from the general public; provides information regarding garage operation and rules.
- Controls access to assigned garages by opening and closing them to the public; insures garage facilities are secure upon closing; walks and/or drives through parking lots and garages and identifies security concerns, such as public loitering and behavioral issues and contacts law enforcement as necessary; escorts garage attendants at the end of shift.
- Maintains simple records, such as logs and timecards.
- May perform basic repairs to and maintain irrigation system and irrigation controllers.
- May assist in initial training for new employees.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and equipment and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- The proper use and care of common hand tools.

Abilities:

- Safely perform manual labor which involves frequent bending, pulling, pushing, lifting and carrying of weights up to 50 pounds.
- Learn the operation of power tools and equipment and the performance of a variety of semi-skilled tasks.
- Safely handle toxic and bio-hazardous materials.
- Understand, apply and explain rules and procedures.
- Organize assigned tasks and work independently and efficiently in the absence of immediate supervision.
- Work effectively as a member of a crew.
- Make sound decisions within established guidelines.
- Complete and maintain simple records.
- Follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Act in a courteous and diplomatic manner with members of the public.

- Learn job tasks including the proper handling of materials, safety practices, and the use of safety equipment.
- Observe safety principles and work in a safe manner.

OTHER REQUIREMENTS

- Willingness to work a varied schedule, including evenings, weekends & holidays.
- Willingness to wear a uniform.
- Willingness to work alone during irregular hours.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain these qualifications would be:

- High school graduation or equivalent; and
- Six months of manual labor experience.

LICENSES/CERTIFICATES

- Possession continued maintenance of a valid California drivers' license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Knowledge of the techniques, tools and materials used in performing minor electrical repairs and/or general custodial tasks.

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Career Ladder

- Parking Services Superintendent
- Parking Services Supervisor-Off-Street
- Service Field Crew Leader
- *Parking Facility Maintenance Assistant*