



**Maintenance Assistant**  
**(Development Services Department)**  
**HOURLY SALARY RANGE (\$17.10 - \$20.79)**  
(Part-Time Position)

The City of La Puente is currently accepting applications for a Part-Time Maintenance Assistant in the Development Services Department. Located in the San Gabriel Valley, 20 miles east of downtown Los Angeles, the City of La Puente is a culturally diverse community that provides a number of professional challenges.

***THE POSITION***

Under the general direction of the Maintenance Superintendent, assists with general custodial maintenance, facilities maintenance, and park grounds maintenance, including irrigation system work within the Maintenance Division of the Development Services Department.

***PRIMARY DUTIES/RESPONSIBILITIES***

Responsibilities may include the following:

- Maintains park facilities, including landscaped areas, athletic fields, playgrounds, and courts.
- Assists in planting, cultivating, watering and maintaining turf, hedges, shrubs, flowers; rakes leaves; drags ball fields and cleans play area surfaces.
- Maintains City trees, including minor trimming and watering and cleans tree wells and planters.
- Performs minor repairs and light construction to buildings, such as painting and repairing playground equipment, drinking fountains, tables, and benches; and repairs signs and fences.
- Assists in general street maintenance work involving cleaning, painting, asphalt patching and concrete repair.
- Conducts weed control in City parks and playgrounds, streets, City facilities.
- Performs removal of graffiti.
- Sets-up chairs, tables, and other equipment for community meetings and events.
- Performs related assigned duties as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the citizens of La Puente.

***EMPLOYMENT STANDARDS***

**Minimum Qualifications:**

- Must possess a high school diploma or GED equivalent in addition to any combination of education, experience and training that has provided knowledge, skills, and abilities necessary for satisfactory job performance.
- Must have six months experience in landscape maintenance, building maintenance, and/or street maintenance.
- Must possess a valid Class C California Driver's License.

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Maintenance Assistant. A typical way of obtaining the required qualifications is to possess general knowledge of park landscape maintenance and building and custodial maintenance.

**Skills:** Safely and effectively operate a variety of maintenance equipment tools and utilize materials.

**Ability to:**

- Read, write, and communicate clearly and concisely, both orally and in writing, and carry out oral and written instructions.
- Perform the essential functions of the position including, but not limited to lifting up to 25 pounds, and maintain and use hand and power tools related to grounds maintenance.
- Perform heavy physical work.
- Establish and maintain effective working relationships with fellow employees and the public.
- Have a flexible schedule that meets the City's maintenance and repair needs and enables appropriate staffing of community events.
- Observe safety principles and work in a safe manner.
- Perform various tasks for extended periods of time requiring physical strength, dexterity and endurance including standing, walking, running, crawling, bending, lifting and climbing. Traveling from site to site during the course of the work day.

**Physical, Mental and Environmental Working Conditions:** Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, 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 25 pounds or more is also required. Additionally, the applicant in this outdoor position works in all weather conditions, including wet, hot and cold. The position may require the use of chemicals, which may expose the employee to fumes and air contaminants. The nature of the work also requires the employee to climb ladders, use power and noise producing tools and equipment. The employee may be required to respond to afterhours emergency call-outs and perform routine standby duties.

**Examination Process:**

The City may use any appropriate testing procedure, including but not limited to a written test, practical skills examination, and an oral interview. Successful candidates will be placed on an eligibility list, which may be valid for up to one (1) year. New employees are subject to the successful completion of a pre-employment physical, which includes a drug screening and background check.

***SALARY & BENEFITS***

The salary is \$17.10 to \$20.79 per hour. Employee is eligible for a step increase after completion of twelve months of satisfactory performance. A probationary period of twelve months is required.

***SELECTION PROCESS***

**QUALIFIED APPLICANTS MUST SUBMIT A COMPLETED ORIGINAL CITY APPLICATION FORM, CURRENT RESUME, AND THREE WORK-RELATED REFERENCES TO: HUMAN RESOURCES, CITY OF LA PUENTE, 15900 E. MAIN STREET, LA PUENTE, CA 91744 OR BY EMAIL TO LAPUENTEHR@LAPUENTE.ORG.**

**COMPLETED APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.** Incomplete applications and resumes submitted in lieu of an application form will not be considered. Applicants may be asked to take a written examination, complete a supplemental questionnaire and may be invited to participate in an oral interview. Offers of employment are contingent upon provision by the applicant of evidence to be legally employed in the United States, and the ability to pass a medical examination. Applications are available at La Puente City Hall (626) 855-1500 and on the City's website [www.lapuente.org](http://www.lapuente.org). Faxed applications will not be accepted.

The information contained in this bulletin does not constitute either an expressed or implied contract of employment. The City Manager is the only person authorized to modify its terms. Provisions are subject to change without notice.

***EQUAL OPPORTUNITY EMPLOYER***

The City of La Puente is an equal opportunity employer. The City does not discriminate on race, age, religion, gender, national origin, disability or any status protected by law. If you need assistance in completing an employment application, or any other part of the application process, please make your needs known to the Personnel Department.