

### Benton County Classification Specifications

<b>Classification Series/Occupational Group:</b> Maintenance & Operations <b>Classification Title:</b> Maintenance & Operations Assistant <b>DBM Range:</b> A11-A12 <b># of Subgrades:</b> 2 <b>FLSA:</b> Non-exempt		<b>Class Description:</b> Incumbents in the Maintenance & Operations series are responsible for the ongoing maintenance and inspection of County property, equipment, utilities and related infrastructure. Positions within this series exercise skill and authority ranging from basic manual labor to skilled repairs and maintenance requiring advanced training in one or more trades. This class is the first of two broad levels in the Maintenance & Operations series. Incumbents are responsible for performing a variety of basic courier, custodial, and grounds maintenance duties that could include: processing and delivering mail; cleaning floors and carpeting; collecting and removing waste; performing simple equipment repairs and preventative maintenance; cleaning restrooms; mowing grass; maintaining vegetation; and performing related manual labor. Exact assignments and responsibilities will vary in accordance with the following competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	<b>Primarily Homogenous:</b> Major job responsibilities are considered homogenous requiring the application of similar knowledge, skills and abilities to a defined function or area of support.	<b>Standard:</b> Most difficult job responsibilities typically performed for less than 50% of the employee's time.	Possesses and applies basic skills to area of assignment and may develop advanced skills appropriate for the position or specialization.	Works under regular supervision and follows standard procedures and practices to accomplish assigned work. Refers more difficult issues to higher levels.	Applies basic skills as required by the assigned positions; resolves routine questions and problems; has limited authority for unreviewed actions.
Subgrade 2	<b>Primarily Heterogeneous:</b> Major job responsibilities exhibit a moderate degree of diversity often requiring the application of a defined knowledge, skill and ability to one or more closely related functions.	<b>Significant:</b> Most difficult job responsibilities generally account for 50% or more of the employee's total work time.	Possesses and applies some advanced skills appropriate for the position or specialization. Generally considered to be fully competent and skilled for the completion of all assignments.	Works under minimal supervision. May assist in training, assigning and reviewing the work of less experienced employees in similar area of assignment.	Applies more advanced skills as appropriate for the position; performing essential functions with limited oversight. May require operation of specialized tools or equipment.