

County of Henrico Job Classification

Utility Maintenance Assistant



General Summary of Classification:

Performs semi-skilled work assisting mechanics and craftsmen in maintenance, repair, and installation tasks across multiple Department of Public Utilities work sites, including water pumping stations, wastewater pumping operations, and water treatment facilities; receives on-the-job training to develop technical skills; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Assists mechanics and craftsmen in maintaining, repairing, cleaning, overhauling, replacing, and installing small engines and other County property.
- Helps clean and replace parts of electrical and wiring devices, heating controls, and boilers.
- Assists in repairing, replacing, and maintaining plumbing lines and fixtures.
- Supports repair and maintenance of equipment in water and sewage pumping stations.
- Assists in repairing, altering, and building cabinets, shelves, and other furniture.
- Helps prepare surfaces for painting, perform priming work, maintain painting equipment, and apply finish coats.
- Assists in installing, repairing, and maintaining playground equipment.
- Assists in pouring concrete and performing finishing work.
- Assists in welding and related fabrication tasks.
- Keeps mechanics and craftsmen supplied with tools, equipment, and materials; ensures tools are in good repair and transported to job sites.
- Wears self-contained breathing apparatus (SCBA) to enter confined spaces and assist with repairs.
- May keep records and prepare reports as directed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic knowledge of hand tools and their appearance and use; ability to perform maintenance and installation tasks requiring physical effort; ability to read and follow instructions; knowledge of occupational hazards and safety precautions.
- **Technical:** Ability to use and care for tools and equipment; ability to learn basic maintenance techniques; ability to read and write for recordkeeping and instructions.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly with supervisors and team members; ability to work cooperatively and maintain positive relationships; demonstrates reliability and accountability.
- **Decision-making and Authority:** Makes routine decisions within established guidelines; seeks guidance for complex tasks; reports issues promptly.

- **Leadership:** Non-supervisory; works under close supervision; demonstrates initiative in learning and completing assigned tasks.
- **Environment:** Works indoors and outdoors in water and wastewater facilities; exposed to adverse temperatures, weather conditions, heights, depths, and confined spaces; requires consistent use of PPE and adherence to safety protocols.
- **Physical:** Visual and hearing acuity sufficient to assist with inspections and operate tools safely; physical ability for heavy lifting, bending, stooping, climbing, and working in confined spaces and elevated areas.

Minimum Education and Experience:

- **Education:** Completion of grade school; graduation from high school or GED preferred; one (1) year of related work experience.
- **Experience:** One (1) year of related work experience preferred.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety-sensitive positions.
- Successful completion of all required NIMS courses.
- Possession of a valid driver's license with a safe driving record; some positions may require a valid Virginia Commercial Driver's License with endorsements and without restrictions.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services; positions requiring SCBA use must meet fitness standards (no facial hair or contact lenses; glasses permitted).

Job Code: G.H.L.0001

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.