

Section III

410. Migrant Center Aide I

Definition:

Under supervision of Center Manager to perform routine work of various kinds and with various types of crews. Within the classification as implied in the job title, perform other duties as directed.

Example of Duties:

Mows lawns, plants shrubs and trees, waters lawns and prunes shrubs and trees as necessary. Checks buildings, equipment and grounds to locate conditions indicating the need for repairs and maintenance. Makes building repairs involving plumbing, painting, carpentry and simple electrical work. Lubricate and make minor repairs to automotive equipment, lawn mowers, etc.; uses a variety of hand and power tools, mixes and pours concrete as necessary. Assists the Center Manager and other semi-skilled workers in the performance of their duties, cleans equipment, buildings and premises, and is called upon to fill in on the many janitorial, maintenance, caretaking and gardening activities of the Authority. Washes and cleans housing units, laundry and other common areas, including walls, windows, floors, stoves, refrigerators, etc. Operates automotive and other equipment.

Employment Standards:

Knowledge of and ability to use common hand tools, ability to read and write; ability to follow written and oral instructions, ability to get along well with others; possess physical strength, stamina and energy and good moral character. Mandatory to reside in the assigned Center year round.

Education:

Equivalent to the completion of high school. Bilingual (Spanish-English) knowledge is desirable.

License:

Mandatory to possess a valid California Driver's License and must be acceptable for coverage under Authority's auto liability insurance carrier.

Migrant Center Aide I (Continued):

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirement of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.