Title: Maintenance Repair Worker 1

Pay Scale Group: 96A

Essential Function

Under close supervision perform a variety of unskilled and semi-skilled maintenance duties, assist skilled maintenance repair workers and skilled trade persons in maintenance repair work and perform general custodial maintenance of building and grounds.

Characteristic Duties

1. Perform unskilled and semi-skilled minor repair or replacement on doors, windows, walls, steps, floor and/or gutters and assist skilled maintenance workers and trades persons.

2. Perform unskilled and semi-skilled minor electrical repair (e.g., bulbs; lighting fixtures, switches, outlets) and assist in skilled electrical repair and/or installation.

3. Sweep, mop, wax, and buff floors and dust, wash and clean furniture, windows and walls.

4. Perform unskilled and semi-skilled minor repair of plumbing equipment (e.g., sinks, toilets, faucets, pipes, drains) and assist in skilled repair (e.g., steam valves, traps, water lines, pumps).

5. Paint window frames, tables and chairs and assist in painting of building interiors, sheds, rooms and equipment.

6. Perform general maintenance of grounds (e.g., cut grass, trim hedges, rake leaves, plant flowers and trees, remove snow and ice from walks and driveways) and perform minor repair of grounds equipment.

Unusual Working Conditions

- May work evening shift; may be exposed to high and low temperature; may be exposed to weather.

Minimum Qualifications

- Ability to add, subtract, multiply and divide whole numbers and to read and write simple sentences plus, 100 hours training in maintenance repair work (e.g., basic electricity; plumbing, carpentry and masonry repair) and use of associated hand and power tools and equipment (or one month experience); or equivalent. In accordance with Section 124.11 (b) (12) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class and therefore exempt from written examination. Some positions may require a valid driver’s license.
An affirmative action/equal opportunity institution