Classification Specification for Classified Service

Page 1 of 2

Title: Maintenance Repair Worker 2

Pay Scale Group: 96E

Essential Function

Under general supervision from building maintenance supervisor, building maintenance superintendent or other higher-level supervisor, perform a variety of semi-skilled tasks in maintenance of buildings and equipment.

Characteristic Duties

1. Perform maintenance, replacement, minor installation and repair of plumbing equipment (e.g., water & steam lines, sewer pipes, trap fittings, plumbing fixtures, pump regulators, valves, faucets, toilets, sinks, bathtubs, heating & air conditioning, piping, drinking fountains).

2. Perform maintenance, replacement, minor installation and repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliance, electrical circuits, emergency generator, fire alarms, intercoms, autoclaves, incubators, meters, fans, radios, televisions).

3. Perform maintenance, replacement, minor installation and repair of custodial equipment (e.g., buffers, extractors, vacuums, strippers). Perform routine preventive maintenance.

4. Perform maintenance, replacement, minor installation and repair of parking items (e.g., coin units, gates, fences, light fixtures, drain covers, curbing, sweepers, brush rollers, sprayers, sump pumps, sprinklers, sign posts, air hammers, snow equipment, lawn mowers, drill press, saws, hand rails).

5. Perform carpentry work involving maintenance, alteration and/or repair to buildings, signs and equipment and wooden structures (e.g., doors, windows, walls, woodwork, floors, partitions, stairways, furniture, door closers); perform spot roof repair and installs security devices, locks and window air conditioners.

6. Assist in painting and/or perform minor painting or fixtures, rooms, buildings, signs and equipment; patches plaster and prepares surfaces for painting; assists in masonry work.

7. Operate machine tools and welding equipment in making repairs to metal parts and equipment; assist in repair and maintenance of interior/exterior maintenance equipment and other specialized equipment (e.g., dental equipment, laboratory equipment)

8. May oversee and manage a stockroom to ensure workers receive materials and supplies in a timely manner and purchases are cost effective. Maintain inventory and order supplies.

9. May instruct personnel on the appropriate use of cleaning materials and supplies.
10. Perform interior custodial duties (e.g., mop, sweep, wax floors, wash walls & windows); perform exterior groundskeeping duties (e.g., cut grass, clean sidewalks, assist in and/or remove snow & ice from walks and driveways).

Title: Maintenance Repair Worker 2

Pay Scale Group: 96E

11. May pick up and deliver supplies, mail, etc.

12. Perform related duties based on departmental need.

Unusual Working Conditions

- May work split shifts; may be on-call 24 hours/7 days a week; may encounter dirt, odors, high and low temperatures; may come in contact with hostile or dangerous residents.

Minimum Qualifications

- Ability to calculate fractions, decimals, and percentages, read and write common vocabulary plus, 300 hours training in combination of building maintenance and repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating) and use of associated hand and/or power tools and equipment; -OR- three months experience or equivalent. Some positions may require a driver's license.