



## CLASS SPECIFICATION

Class Code: 17975  
Date Est: 05/2015  
Last Rev:  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 6 months

### MAINTENANCE WORKER - FACILITIES

#### **DEFINITION**

Under general supervision, performs duties in the maintenance field; directly responsible for the safety, operation, and maintenance of the physical facilities of the department; as well as equipment associated with the Kids Cottages facilities; and performs related works as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of experience performing maintenance and repair of lighting, ventilating systems, general carpentry, painting, plumbing, fencing and furnishings; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at time of appointment.

#### **SUPERVISION EXERCISED**

N/A

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Upkeep and basic modification of building areas in regards to painting, general carpentry, basic plumbing, flooring, window replacement, electrical circuitry.

Perform security maintenance tasks related to fencing and furnishings.

Provide maintenance and repair of physical facilities and equipment; install replacement parts or make minor additions and modifications to existing equipment.

Perform preventive maintenance assignments on the physical facilities and equipment of the Department.

Maintain master keying schedule to include providing key control for the facility.

Perform duties as a courier such as general department deliveries, purchases and errands.

Perform light landscaping and snow removal around the entrances and sidewalks.

Perform basic custodial duties as needed around the building.

Coordinate repairs with outside vendors as necessary.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Policies, procedures, rules and regulations of the department.

Tools, equipment, methods and procedures used in assignments.

Proper use of materials and supplies.

State and local building and safety codes and regulations.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

**Knowledge of:**

Principles, methods, tools and equipment used in maintenance and repair work of facilities, basic lighting, electrical and plumbing.

Safe work practices.

**Ability to:**

Deal effectively with individuals from diverse socioeconomic backgrounds and in stressful situations.

Independently perform assignments.

Read and comprehend plans, drawings, specifications, operating procedures and policy and procedural manuals.

Estimate materials and labor requirements for projects.

Use a variety of tools and equipment.

Perform manual labor for extended periods of time.

Communicate effectively, both orally and in writing.

Compile data, write, and complete reports.

Organize and prioritize work assignments on a daily basis.

Evaluate situations and make sound judgments.

Remain calm in stressful situations that may occur due to conflicts, overcrowding and job demands.

Quickly make appropriate decisions in response to emergencies.

Establish, foster, and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, fumes, solvents, chemicals, and construction materials.

Must be 21 years of age at the time of the application.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*