

**TITLE****Maintenance Worker****QUALIFICATIONS**

1. Able to read, write, speak and understand English;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meet health and physical requirements.

**JOB GOAL**

**To help maintain the equipment and buildings in a condition of operating excellence so that full use of them may be made at all times.**

**ESSENTIAL FUNCTIONS**

1. Inspect buildings and machinery for defects;
2. Repair and maintain machinery, plumbing, physical structures, and electrical wiring fixtures in accordance with building codes;
3. Install electrical equipment and repair or replace wiring and fixtures;
4. Perform air conditioning and refrigeration repairs;
5. Perform preventive maintenance to buildings and equipment;
6. Paint walls, floors, woodwork, and building fixtures;
7. Remove and install carpet, vinyl composition tile, and drop ceilings;
8. Care for the tools, equipment, and material under their supervision, seeing that they are stored properly, clean and in good condition;
9. Know and follow all safety rules and proper procedures associated with the responsibilities of the job; and
10. Perform other work-related duties as assigned.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training

4. Essential experience

### **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

### **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Spatial: Ability to comprehend forms in space and understand relationships of plane and solid objects.
3. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.

### **WORK CONDITIONS**

The 'Terms of Employment' is for the complete fiscal year beginning July 1 and ending the following June 30. An eight (8) hour work day is the norm.

Experiences some physical discomfort due to exposure to weather conditions and dust.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00a.m. to the following Saturday at 11:59 p.m.).

### **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.