

MAJOR FUNCTION

This is manual work in the performance of a variety of maintenance and repair tasks in one or more craft areas. The work performed by the Maintenance Repair Worker approaches the level of that done by journeyman or trade worker in that it covers as wide a variety of maintenance and installation work but is usually below that level, in that it is not done on as fine or finished basis and does not require as high a degree of skill. Employees are frequently called upon to perform rough maintenance and repair work covering several building and mechanical trade areas. Assignments are usually received verbally and may be accompanied by sketches. Instructions are usually very specific as to the nature of work to be done. Employees at this level may devise their own methods for accomplishing assigned tasks and may work with some independence, but all work is subject to inspection in process and upon completion by craftsmen, foremen or other supervisory personnel.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Makes general and minor repairs to wood fixtures and frames; assists in the installation of door locks, hinges and other hardware. Mixes plaster, mortar, and cement. Acts as mason engaged in building or repairing brick, stone, or tile walls and structures. Lays block, performs cement finishing and plastering. Does rough painting, independently or under direction of journeyman or foreman; sands down furniture or other items to be painted. Applies primer and finished coat using brush or roller. Cuts glass to size and shape and inserts in window using putty. Assists in basic welding. Assists in installation, repair and overhaul of air conditioning, refrigeration, traffic signal, and pumping equipment utilizing skills of the electrical, mechanical and plumbing trades. Assists plumbers by unstopping sinks, toilets, sand basins, sewer lines and similar systems and facilities. Repairs and maintains roofs for leaks, replaces and maintains solar water heaters; replaces bake units and heaters. Replaces broken windowpanes. Performs related work as required.

Electric & Gas Utilities Essential Duties

Makes general and minor repairs to HVAC, plumbing, electrical, fire, and security systems. Assists plumbers by unstopping sinks, toilets, sand basins, sewer lines and similar systems and facilities. Repairs and maintains roofs for leaks. Respond to and address complaints about various building systems (e.g., temperature control, lighting, fencing, plumbing issues, etc.). Performs related work as required.

Other Important Duties

Operates equipment as necessary. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of standard tools, materials, methods and practices of the trades area to which assigned. Knowledge of occupational hazards and safety precautions of the work. Ability to understand and follow oral and written instructions. Ability to develop skill in use and care of pertinent tools, materials and equipment of the trades areas concerned.

Minimum Training and Experience

Completion of the eighth school grade and two years of experience in performing a variety of semi-skilled maintenance and repair tasks as a helper to a journeyman or as a handyman in at least one of the major trades. Directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

Must either possess the appropriate state Commercial Driver's License (CDL) and endorsement(s) at the time of appointment or must possess a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment, as a condition for continued employment, or must possess a valid Class E State driver's license at the time of appointment, when designated.

For designated positions allocated to this job class, applicants must obtain a Certified Playground Safety Inspector certificate within one (1) year of initial employment and maintain this certification as a condition of continued employment in the position.

Note: For designated positions assigned to this class, the Department Director may suspend the driver's license requirement altogether or may suspend the requirement for specific endorsements only, on the condition that the applicant possesses the appropriate CDL permit or license.

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