POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005793

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Maintenance Repair Worker 1	See Table of Organization

☐ Permanent ☐ Temporary ☒ Intermittent	☐ Classified ☒ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:30 p.m. Work hours & report in location subject to change

JOB CODE TITLE
Maintenance Repair Worker 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Performs unskilled & semi-skilled maintenance repair: assists skilled maintenance workers & tradesmen (e.g., carpenters, painters, plumbers, electricians) with minor repairs; replaces gutters, walls, floors, steps, doors & windows; paints miscellaneous piping, warehouse fencing; replaces lighting fixtures, light ballasts, bulbs, switches; performs installation & minor repair of simple electrical equipment & assists in installation & repair of electrical equipment; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; may be required to wear pager &/or carry cell phone.	Knowledge of (1) safety practices & procedures related to operating equipment, hand & power tools; (2) addition & subtraction; (3) basic plumbing repair; (4) basic electrical wiring. Skill in (5) electrical, plumbing, carpentry, painting; (6) operation of power equipment & hand tools, power tools, ladder & power lift. Ability to (7) carry out detailed but basic written or oral instructions; (8) recognize unusual or threatening conditions & take appropriate action; (9) recognize safety warning; (10) cooperate with co-workers on group projects & work well alone; (11) demonstrate strength to lift, push, pull, or otherwise move up to 75 lbs. (12) demonstrate dexterity & skillful use of hands; (13) read short sentences with concrete vocabulary.
20	Assists in setting up tables & chairs for meeting & special events: moves furniture, desks, chairs, tables, bookcases, credenzas; takes down work stations & sets up new one.	Knowledge of 1 Ability to 7, 8, 9, 10, 11, 12
10	Performs basic plumbing repairs: assists in repair of sinks, toilets, faucets, pipes, drains, steam valves, steam traps & water lines.	Knowledge of 1, 3 Skill in 5 Ability to 7, 8, 9, 10, 11, 12, 13
5	Maintains grounds & performs minor repair of grounds equipment: cuts grass, removes snow & ice from sidewalks & driveways; makes minor repair to groundskeeping equipment (e.g., lawn mower, tractor mower, blower).	Knowledge of 1 Skill in 6 Ability to 8, 9, 11
5	Performs limited custodial duties: mops, waxes, sweeps & buffs floors; dusts, washes & cleans furniture walls & windows; other duties as assigned.	Knowledge of 1 Skill in (14) operation of power equipment (e.g., buffer). Ability to 7, 8, 9, 10, 11, 12, 13 *developed after employment

JOB CODE 53111

Cpl 12.5.12

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ca	12/5/12