

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

DIVISION OR INSTITUTION
General Services

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: MRW 2 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005783 Administrative Officer 1

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 06
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Performs variety of skilled & semi-skilled building maintenance repair details in all state owned & leased buildings within General Services Divisions' responsibility: completes carpentry work involving skilled & semi-skilled maintenance repair, alteration & /or repair to various buildings, equipment & wooden structures (e.g., doors, windows, walls, wood-work, floors, partitions, stairways, furniture & door closers); carries out various roofing repairs to include flashings gutters, downspouts, roof drains and general roofing maintenance. Installs security devices, locks, door handles, door knobs and other related security mechanisms; performs maintenance repair, replacement, minor installation & repair of plumbing equipment (e.g., water & steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating & air conditioning piping and drinking fountains); completes maintenance, replacement, minor installation & repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, emergency generator, fire alarms, meters, fans); carries out painting details & /or performs painting of fixtures, rooms, buildings, signs & equipment; patches plaster & prepares surfaces for painting; assists in masonry work; writes work orders & records work performed (e.g., labor hours, associated cost & materials used); orders parts, equipment & materials; maintains inventory of maintenance supplies & assigned tools; operates heavy equipment (e.g., backhoe, trencher, forklifts, scissor & boom lifts); 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 cellular phone.	Knowledge of (1) First aid, CPR & industrial safety regulations (e.g., electrical safety regulation, OSHA standards, NFPA standards); (2) local, state & federal regulation, policies & procedures (i.e., building codes, safety codes, regulations, shop rules & regulations)*; (3) Material Safety Data Sheets; (4) building maintenance repair to include carpentry, plumbing, electrical, painting & grounds keeping; (5) inventory control*. Skill in: (6) use of tools & equipment associated with general building maintenance repairs; (7) use of tools & equipment associated with electrical repairs (e.g., volt, amp, ohm-meters, power pipe & conduit threaders/benders); (8) use of tools & equipment associated with painting; (9) use of tools & equipment associated with carpentry repairs (e.g., planer, jointers, woodworking machinery); (10) use of tools & equipment associated with plumbing (e.g., welders, pipe cutters, threaders); Ability to: (11) read technical manuals, blueprints & schematics; (12) understand procedures & solve practical, everyday problems; (13) stand, walk or bend continuously; (14) lift, push, pull or other wise move up to 50 lbs. repeatedly; (15) move limbs/fingers repeatedly; (16) move whole body in continuous or heavy labor; (17) carry out detailed but basic written or oral instructions; (18) recognize safety warnings & take appropriate action; (19) obtain & maintain valid driver's license; (20) respond to systems emergency situations on 24 X 7 basis; (21) carry cell phone or wear pager.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhovens

4/24/12

POSITION NUMBER
20005797

JOB CODE TITLE
Maintenance Repair Worker 2

JOB CODE
53112

Apd 4.20.12 pm

