

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

POSITION NUMBER
20005780

JOB CODE TITLE
Maintenance Repair Worker 1

JOB CODE
53111

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Maintenance Repair Worker 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005779 Building Maintenance Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	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 ballast, bulbs, switches; performs installation & minor repair of simple electrical equipment & assists in installation & repair of electrical equipment.	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 *developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/jaw

11/21/08

apd 12-26-08 cl

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20005779 Building Maintenance Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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
05	Maintains grounds & performs minor repair of grounds equipment: cuts grass, removes snow & ice from sidewalks & driveways; makes minor repair to (e.g., lawn mower, tractor mower, blower).	Knowledge of 1* Skill in 6 Ability to 8, 9, 11
05	Performs limited custodial duties: mops, waxes, sweeps & buffs floors; dusts, washes & cleans furniture walls & windows.	Knowledge of 1* Skill in (14) operation of power equipment (e.g., buffer). Ability to 7, 8, 9, 10, 11, 12, 13

This position has been designated as essential.

*developed after employment

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